

# Code of conduct

## Les Espadons Swim Club



### Objective

Les Espadons Swim Club's mission is to provide training and competitive swimming programs that can develop excellence in both sport and organizational levels. The decisions and actions taken therein are to enhance the participation and to contribute to the well-being of the citizens of Greater Tracadie-Sheila and surrounding areas.

Les Espadons Swim Club has a duty to provide an environment where all individuals are treated with respect and fairness. Furthermore, the present **code of conduct** aims to provide a clear statement of mutual expectations, providing the framework necessary to create and maintain such an atmosphere.

### Implementation of the code of conduct

The following Code of Conduct will be implemented as of September 2015 and will be adhered to by all swimmers, parents, and coaches. Swimmers are subject to this code under the supervision of the head coach who will apply the disciplinary measures where appropriate.

This code of conduct entitles the Club to take disciplinary action against the athlete, parent or coach who does not comply with this code either in the pool facility and/or outside the pool building (i.e. changing rooms, social team events, text messaging, Facebook, etc.) if the actions committed affect an athlete, parent or coach or have negative consequences for the safety, well-being, image, or the Club's values.

### Disciplinary Measures

Any disciplinary action will be applied according to the Club's authority and will be guided by the expectations listed under the Code of Conduct. Each case of violation of the Code is unique. Thus, the age, the severity of the infraction, and the needs of the athlete will guide disciplinary measures and be applied so that they are constructive and fair. Examples of **minor and major infractions** are described in **CODE of ETHICS in Annex A**. As a Club, any disciplinary action is an opportunity for the athlete to learn from their mistakes and therefore the coach will allow the athlete to "buy back" with a restorative gesture.

Any expulsion of a member or athlete involves, depending on the seriousness of the gesture, a consultation between the Administrative council and the head coach and will be decided on the results of a long process based on meetings with the coach, parent, and athlete; written reports; warnings; probation periods; etc.

### Description of procedures

The steps of the disciplinary procedures are described in the **DISCIPLINARY POLICY**. Those of the harassment procedures are described in the **POLICY AGAINST HARASSMENT**.

To document an incident, please refer to the **INCIDENT REPORT** document and notify the Administrative council who will follow-up.

# 1 - Athlete code of conduct

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1.1 - As an athlete, I accept that the purpose of swimming is to reach my full potential and I am always ready to give my maximum effort, both in training and at competitions. I will show up ready and willing to learn and work in this direction with a positive attitude and respect the instructions given during training.

1.2 - I shall show my respect, my support and appreciation for coaches, teammates, opponents, officials and the Club. I shall encourage my teammates and treat them as I would like to be treated. I pledge to promote an atmosphere that does not tolerate physical and psychological violence, with no abusive language or abuse of authority towards the coaches, swimmers, parents and officials. I will demonstrate discipline and team spirit during my successes as well as in my failures.

1.3 - I respect the engagement criteria and modalities of the group to which I belong. Also, I will participate with my peers in the pool set up and take down as well as storing of the pool equipment.

1.4 - I respect the directives and decisions of officials and my coaches. I will work closely with my coach and develop a relationship of trust and I shall notify him/her when in pain, discomfort or of any other problems. I will refuse for myself nor will I tolerate the use of alcohol, drugs, medication or any stimulants in order to improve performance in my teammates.

1.5 - I wear with pride the colors of my Club and my behavior must not damage the image and reputation of the Club. I will refrain from any derogatory comments against other athletes and their performances, coaches, and officials whether poolside or outside of the pool, and on social media networks.

# 2 - Parent code of conduct

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2.1 - As a parent, I accept that athletes do sports for their own pleasure and not for my entertainment. I will ensure that my child feels as though he is a winner and congratulate him/her through positive feedback for having completed his/her swim and for trying with all his might through sustained effort.

2.2 - I respect the work and decisions of the coach who invests his time for training athletes. I understand that coaches have been trained to help my child in achieving his/her potential and I respect the training they suggest and their decisions. I also respect the coach's workspace and agree that parents are not allowed along the poolside during training or competitions. If I have questions about the methods of training and the coach's choices, I shall speak privately to the Administrative Council and if necessary make a request for a meeting with the coach, outside of practice times and without the athlete being present.

2.3 - I am committed to promote an atmosphere that does not tolerate physical and psychological violence, with no abusive language or abuse of authority towards the coaches, swimmers, parents, officials, and members of the Administrative Council. I refrain from any derogatory comment towards my child, other athletes and their performance, coaches and other volunteers, whether poolside or outside of the pool, and on social media networks.

2.4 - I respect the operating procedures established for my child's group (number of training sessions, participation in training camps, competitions, etc.). I respect the training and competition schedules and I pay the fees established by the dates requested. I shall be present at meetings geared for parents with coaches.

2.5 - I understand that Les Espadons Swim Club is a non-profit organization, and it draws a significant share of its revenue through the organization of competitions. To this effect, I agree that I or a family member will be involved in these events and volunteer; that at least one family member is trained as an official, as it is through the involvement of parents that my child can become an accomplished swimmer in competitive swimming. I also agree to participate in fundraising. If not, I shall pay the full minimum amount required by the club for fundraising.

# 3 - Coach code of conduct

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3.1 - As a coach, I must at all times be a model for my athletes, both at the technical and strategic levels of swimming, and with regard to the behavior in water and out of water. I am fully aware of the great influence I exert on my swimmers and I acknowledge that the welfare of my swimmers is the principal element when I make any decision. I have to encourage success, self-esteem and fulfillment of my swimmers, regardless of their level in the water as well as out of the water, and together with the academic and physical realities of each swimmer.

3.2 - I make sure the swimmer develops harmoniously and that his/her choices match his/her abilities. I must treat all participants fairly in the context of the sport, regardless of gender, race, place of origin, athletic potential, color of skin, sexual orientation, religion, economic status, age or any other condition.

3.3 - I am committed to establishing an atmosphere that does not tolerate physical and psychological violence, with no abusive language or abuse of authority towards my swimmers, colleagues, parents and officials. In addition, my behavior reflects the Club's Values. I refrain from any distasteful comments in respect of an athlete, a family member, other coaches and volunteers, poolside, outside of the pool and on social media networks.

3.4 - From the beginning, I make aware the rules, criteria and expectations that allow all my swimmers equitable participation during training sessions or competitions. I am committed to communicate and collaborate with family members for appropriate decisions regarding training and athlete development, and in the best interests of the swimmer. I have to use discretion during conversations of private nature about athletes, colleagues, and other participants.

3.5 - I make sure to provide athletes a safe environment and create a pleasant atmosphere that is positive and stimulating for athletes. I will keep educating myself in order to keep my knowledge up to date so I can provide my swimmers with high quality training and fulfill my duties with professionalism. I am committed to inform athletes of the dangers of alcohol, drugs, medication and stimulants aimed at performance improvement.

# 4 - Signed commitments to the Code of Conduct

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By signing this document, I \_\_\_\_\_ (parent, swimmer or coach) agree to abide by

the internal regulations of Les Espadons swim club, observe discipline enacted by the club and to respect others

(swimmers, coaches, leaders, etc ...). I have read and understood the Code of Conduct document.

Parent Signature: \_\_\_\_\_

Swimmer Signature: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Signed in Tracadie-Sheila NB on \_\_\_\_\_

## ANNEX A

### CODE OF ETHICS

#### Les Espadons Swim Club



Les Espadons Swim Club is committed to providing an environment in which everyone is treated with respect. In addition, Les Espadons Swim Club is committed to equal opportunity for all and prohibits discriminatory practices. It is understood that members must at all times conduct themselves in accordance with the values of fairness, integrity, transparency in communications and mutual respect which are the prerogative of Les Espadons Swimming Club. Any irresponsible behavior of a participant may cause significant harm to the sport of swimming and the support that all swimmers of different levels have worked so hard to establish. Any behavior violating these values may be punishable under the discipline policy of Les Espadons Swim Club.

In addition to the above provisions, the following specific behaviors will be subject to punishment under the disciplinary policy of Les Espadons Swim Club:

1. failure to comply with administrative regulations, rules and policies of Les Espadons Swim Club as adopted and amended from time to time;
2. The verbal or physical abuse towards opponents, coaches, officials, spectators or sponsors;
3. Showing disrespect towards officials, administrative council, including the use of abusive language and obscene or offensive gestures;
4. The misuse of facilities or equipment;
5. Failure to comply with the conditions for participation in a competition, including any rules concerning clothing or advertising;
6. Failure to accommodate to reasonable requests for interviews as requested by the media;
7. Any other unreasonable conduct which brings the sport of swimming into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors.

#### **Examples of Minor Infractions:**

- a. An isolated incident of behavior or disrespectful, insulting, derogatory, racist or sexist comments directed at others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. An unsportsmanlike conduct such as an angry outbursts or arguing;
- c. An isolated incident of being late for, or absence from, a Les Espadons Swim Club event or activity at which attendance is expected or required;
- d. The non-compliance with the rules and regulations under which Swim NB events are conducted, whether at the local, provincial, national or international level.

## Examples of Major Infractions:

- a. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c. Repeated incidents of being late for, or absent from, Les Espadons Swim Club events and activities at which attendance is expected or required;
- d. Activities or behavior which interfere with a competition or with any athlete's preparation for a competition;
- e. Pranks, jokes or other activities which endanger the safety of others;
- f. Deliberate disregard for the rules and regulations under which Swim NB events are conducted, whether at the local, provincial, national or international level;
- g. Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- h. Any use of alcohol by minors;
- i. Use of illicit drugs and narcotics;
- j. Use of banned performance enhancing drugs or methods.