

## **DISCIPLINE POLICY**

### **Introduction:**

This policy will be reviewed on a yearly basis or more frequently if the Club Executive deems it necessary.

### **Authority:**

To ensure that the club goal of enjoyment, high performance and good sportsmanship are achieved and a positive climate is maintained for all, the Executive shall have authority over all matters of discipline.

The coach of each team is responsible for enforcing the discipline policy as directed by the executive.

Chaperones are responsible for enforcing the discipline policy as outlined in the Competition Travel and Accommodation Policy.

All members of the club, Executive, coaches, parents and swimmers are responsible for abiding by the discipline policy as outlined in this document.

Implementation of the discipline policy in general:

The executive will review the management of discipline issues and the implementation of the policy on a quarterly basis and will review the policy yearly or more frequently if necessary.

The coaches will receive direction [potentially an in-service] from the executive regarding implementation and policy changes quarterly and yearly.

The coaches will during their coaches meetings, review the implementation and success of the discipline policy as well as identifying problem areas that require attention.

Coaches will present the club and coaching expectations to the swimmers during appropriate team meetings. The coaches will assist the swimmers in identifying and managing, behaviour and attitude issues that may arise within their team. They may also assist where they are aware of issues on other teams.

Prior to travel, Chaperones will be informed of any potential behaviour issues by executive, coaching staff or parents.

Prior to travel a team and parent meeting may be held to review club expectations.

Any swimmer may be placed on a behaviour management plan at any time before or during a swim year.

**Code of Conduct:** (In Brief...see full code of conduct for further details)

This code is provided for minimum direction. The Executive, head coach, team coaches, parents and swimmers will be responsible for further spelling out their own expectations or identifying issues that may arise and need attention.

Swimmers are expected to:

Obey all the conduct rules of the facility:

- No horseplay
- obey the lifeguards at all times
- Be on time for training sessions, notify the coach if you will be delayed or absent.
- Pay attention to instruction given by coaches.
- Cooperate with the coaching staff. Treat the coaches, chaperones, other swimmers and the facility staff with respect at all times.
- Not engage in physical or verbal contact that could be experienced by another person as mistreatment or abuse.
- Report to a coach any person's behaviour experienced as mistreatment.
- When at competitions, abide by the discipline policy and rules of conduct, as described in the Synchro BC's Code of Conduct.

- Display Good Sportsmanship
- Be positive role models for the younger swimmers and to set a good example of behaviour
- Create a supportive atmosphere in both training and competitive settings.

## **Implementation of the discipline policy in specific:**

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

One warning to the swimmer with a description of the behaviour or attitude requiring adjustment with suggested changes in behaviour or attitude. If this discussion is ineffective;

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;

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 of how the behaviour or attitude will be addressed. Once the 'alert' goes home, the swimmer cannot re-enter swim practice, without the 'alert' being signed by their parents and a behaviour plan being created.

If the behaviour 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 their parents that they have been removed from practice and an early pick up is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coach & head coach; during which the problem must be resolved through the creation of a behavioural plan in writing intended to stop the behaviour. The coach/head-coach, parents or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.

In the event this is ineffective and the behaviour persists subsequently; the swimmer will be indefinitely suspended from practice and the issue will be taken up at the next executive meeting.

If the executive requires notification: The executive will strike a committee of three executive members to review the situation and after representation from the swimmer, family, the coach

and/or head coach; the committee will decide what action should be taken or what consequences should be applied.

Coaches will maintain a logbook intended to provide a record of discipline related events.

### **Consequences of behaviour or attitude deemed unacceptable:**

Consequences include such possibilities as: suspensions from a meet, requiring the swimmer's parents to arrange the return home of the swimmer, at the parents expense; community service, expulsion from PSSV, or other disciplinary measure as deemed appropriate by the executive, executive committee, head coach or designate in accordance with the policy.

Records will be kept by the head coach or designate of all parents alerts, coach alerts and other documentation but will be destroyed at the end of the year unless the executive deems it necessary to maintain particular records in the future interest of the club.

### **Appeal procedure for swimmers:**

Parents may arrange a meeting with the Coach 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:

Notify the head coach in writing of the appeal.

The head coach will arrange a meeting between the appeal panel [head coach or designate as assigned by head coach, and two members of the executive], the Coach and the parent(s).

The Appeal Panel will review the situation and render a decision it deems appropriate.

The decision of the Appeal panel will be reported to the Board.