

South Jersey Aquatic Club

SWIM TEAM CODE OF CONDUCT POLICIES AND PROCEDURES

PURPOSE

To provide for the best possible individual, team and program responsibility which promotes the sport of swimming, helps to develop the athletic ability and character of the individual swimmers, and helps maintain SJAC Swim Team's reputation and standing as a "world class" swim team.

CODE OF CONDUCT POLICIES

All members and extensions of the team, including coaches, officials, volunteers, parents and athletes, must not only protect, but also improve the excellent reputation that SJAC has earned throughout the state and country. Members of the SJAC Swim Team must, at all times, follow appropriate code of conduct policies including but not limited to the following:

1. Behave in such a way that their action reflects positively on themselves and the team at all team practices, meets, team trips, team or individual group outings and any team functions.
2. Display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors, parents, and the general public in attendance at practices, meets or team functions.
3. Follow the directions of the coaching staff during practice, meets, and other team activities.
4. Do not purchase, possess, sell, or use alcohol, tobacco, or any illegal non-prescription drugs.
5. Do not illegally purchase, sell or misuse prescription drugs.
6. Do not remove or take any article that does not belong to them, such as clothing, jewelry, money or any other items regardless of value.
7. Respect the property of SJAC and any other facility the team may visit or use. No swimmer shall tamper with or cause damage to any such facility.
8. Promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. Deal justly, kindly and impartially with all fellow team members.
9. Refrain from all illegal or inappropriate behaviors that would detract from a positive image of the team or be detrimental to its performance objectives.
10. Never interfere with the progress of another swimmer at any time.
11. Obey applicable pool safety rules, including but not limited to the following:
 - a. No running on deck or in the locker rooms.
 - b. Shower before entering the pool.
 - c. No diving except where permitted and in the manner permitted.
 - d. No unruly or disruptive behavior, such as; pushing, shoving, yelling on deck or in the locker rooms.
 - e. No towel snapping or hitting.
 - f. No fighting or roughhousing.
 - g. It is the swimmer's responsibility to familiarize themselves with and abide by pool safety rules applicable to the facility where a practice or swim event is being held.
12. Refrain from verbal or physical abuse/assault or inappropriate touching behavior towards other teammates, coaches, officials, or fellow competitors.

13. Swimmers must practice/compete to the best of their ability at all times.
14. Never endanger the safety of another participant, coach or administrator.
15. Never leave the supervision of the coaching staff without their direct approval.
16. Never participate in inappropriate or unsupervised activities between participants.
17. Come ready to practice and meets with all necessary equipment and on time.
18. Swimmers must stay in practice area during entire practice.
19. Swimmers must wear designated team suit, cap, and other clothing as prescribed by the coaches.
20. Swimmers must avoid use of any nutritional supplements not approved by a coach or physician.
21. Parents should remain within spectator areas unless volunteering in an official capacity that requires them to be on deck. Only swimmers, coaches, timers, officials and other meet representatives shall be allowed on pool deck during swim competitions and team practices.

Swim team parents, officials, coaches, volunteers, and anyone in attendance at any SJAC Swim Team event on behalf of any SJAC Swim Team member is expected to maintain compliance with applicable **SJAC Swim Team Code of Conduct Policies and Procedures** and will be subject to appropriate disciplinary actions for any events of noncompliance.

CODE OF CONDUCT PROCEDURES

Administration

The **SJAC Swim Team Code of Conduct Policies and Procedures** will be governed by the SJAC Parent Advisory Board President(s) and the Director of Competitive Swimming. All decisions made by the SJAC coaching staff, at the site of any infraction will initially prevail. Appeals, if necessary, can be made in writing within 48 hours and in a rational, constructive, and fair manner and will be heard by the SJAC Swim Team Parent President (s) and the Director of Competitive Swimming as soon as possible. Parents shall have the right to request to have an appeal heard on an emergency basis in situations which are time sensitive. All decisions made by the SJAC Board Advisory Board President(s) and the Director of Competitive Swimming will be final.

The Board President(s) will not be permitted to participate in or preside over any processes which represent direct personal conflicts of interest in any way. In such a case a replacement(s) will be appointed to fill in for that process by the Board President(s).

Disciplinary Procedures

All members of the SJAC Swim Team are required to comply with the **SJAC Swim Team Code of Conduct Policies and Procedures**. Parents and swimmers must understand that each swimmer is responsible for his/her own actions. During practice sessions and meets the coaches' primary responsibility is to train and coach the swimmer, not act as a disciplinarian. Any swimmer or parent who violates any of the **SJAC Swim Team Code of Conduct Policies and Procedures** will be subject to the following disciplinary measures:

Level II (major incidences):

Level II (major incidences) under the SJAC Swim Team Code of Conduct Policies and Procedures include but are not limited to the following:

1. Purchase, sale, possession or use of alcoholic beverages or tobacco of any kind;*
2. Purchase, sale, possession or use of illegal non-prescription drugs;*
3. Illegal purchase, sale or misuse of prescription drugs;*

4. Verbal or physical abuse/assault or inappropriate touching behavior towards other teammates, SJAC Swim Team coaches or other staff members;*
5. Destruction of any kind at SJAC or other facility we attend as a Team;*
6. Theft of any article that does not belong to them, such as clothing, jewelry, money or any other items regardless of value;*
1. Misrepresentation of swimmer's age by parent and/or swimmer; *
2. Any other items not specifically defined herein but deemed to be Level II violations by the SJAC Board Advisory President(s) or Director of Competitive Swimming.*

All **Level II (major incidences)** will be subject to the following disciplinary actions:

First Offense: The swimmer will be dismissed from the practice or event immediately and a disciplinary note (see Exhibit C) will be sent and emailed to the parent, Director of Competitive Swimming - Head Coach or Head Age Group Coach and The SJAC Parent Board Advisory President(s). A meeting with all previously mentioned individuals, along with the coach and swimmer, will be required to occur before the swimmer can return to the team. During this meeting the final disciplinary action will be determined, agreed to and documented. Any practices missed during this time period will be counted as missed practices for attendance purposes. All parties involved in the meeting will be required to sign the note.

Second Offense: The swimmer will be excused from the SJAC Swim Team with no refund of team fees.

There will be a one year probationary period from the date of the first Level II offense. If another offense occurs during that one year period it will be considered as a second offense subject to appropriate disciplinary actions. If the one year probationary period expires without the occurrence of another offense then the next offense will be considered as a first offense with appropriate disciplinary actions being taken. If a swimmer commits three level II offenses in total, regardless of time period lapsed, then that swimmer will be immediately excused from the SJAC Swim Team with no refund of team fees.

**** Note: If there are extreme consequences, as determined by the Parent Advisory Board President(s) and Director of Competitive Swimming, such as legal violations, physical injury to any party involved, the swimmer may be immediately dismissed from the team with no refund of team fees.***

Level I (minor incidences):

All incidences not identified as Level II (major incidences) above will be considered as **Level I (minor incidences)** pursuant to the **SJAC Swim Team Code of Conduct Policies and Procedures** and will be subject to the following disciplinary actions:

1) First Offense: The swimmer will be notified and a disciplinary note will be sent and emailed to the parents and the Parent Board Advisory President(s) and the Director of Competitive Swimming explaining the unacceptable behavior on the day of the occurrence. The parents must arrange for a meeting with the coach to discuss the incident prior to the swimmer returning to training. The parents, swimmer and coach must all agree with and sign the note.

2) Second Offense: The swimmer will be notified and a disciplinary note will be sent and emailed to the parents and the Parent Board Advisory President(s) and the Director of Competitive Swimming outlining the unacceptable behavior on the day of occurrence. The swimmer will be excused from the next scheduled practice session. This missed practice will be counted as a missed practice for attendance purposes. The parents must arrange for a meeting

with the coach and the swimmer to discuss the incident prior to the swimmer returning to training. The parents, swimmer and coach must all agree with and sign the note.

3) Third Offense: The swimmer will be notified by the coach and a disciplinary note will be sent and emailed to the parents and the Parent Board Advisory President(s) and the Director of Competitive Swimming explaining the unacceptable behavior on the day of the occurrence. The swimmer will be excused from the next two (2) scheduled practice sessions. These missed practices will be counted as missed practices for attendance purposes. The parents must arrange for a meeting between the parent, swimmer and the Parent Board Advisory President(s) and the Director of Competitive Swimming. The parents, swimmer, coach, Parent Board Advisory President(s) and the Director of Competitive Swimming must agree with and sign the note.

4) Fourth Offense: The swimmer will be excused from the SJAC Swim Team with no refund of team fees.

There will be a one year probationary period from the date of each Level I offense. If another Level I offense is committed during this period then it will be considered as progressive to the prior offense.

All incidents of disciplinary action (Level I and Level II) will be recorded in the swimmer's Record of Disciplinary Action (see Exhibit B). All disciplinary notes will be maintained in the swimmer's file by the Parent Board Advisory President(s) and the Director of Competitive Swimming.

MANDATORY MEETS/ATTENDANCE

Swimmers that do not participate in end of season Championship meets will be cut from the SJAC Swim Team competitive program. Swimmers that are cut from the program will need try-out for a spot on the Team in the following season. The SJAC Swim Team will not guarantee spots to swimmers that have been removed for any other reason. Swimmers in the Platinum Group also are required to adhere to the Platinum Group's attendance policy.