

Purpose

The purpose of the Woodland Hills Aquatic Team (WHAT, the Club) Code of Conduct is to establish consistent expectations for athletes' conduct on an off of the pool deck. The document may be revised from time to time, as necessary, to support the Mission and Vision of the Club.

Our mission is to develop and foster life values such as responsibility, teamwork, discipline, determination, patience, work ethic, confidence, and pride for our Student-Athletes, through the sport of swimming, and in doing so provide an avenue of excellence for our Athletes.

The privilege of membership may be withheld, suspended, or revoked by the directors, officers, coaches, and/or agents of the Club when a member or prospective Member's conduct is not consistent with the mission or purpose of the Club or violates the following code of conduct.

Definitions

Athlete – member of the club, swimmer.

Electronic Communication – any form of communicating either by text, images or videos between any two or more people or via social media (including, but not limited to; messaging/texting, email, Facebook, Snapchat, Twitter, or the like) using any electronic device.

Member – member of USA Swimming, including; swimmers, coaches, officials and non-athlete members.

Parent – parent or guardian responsible for the member.

Teammate – member of the club, swimmer.

Part A – Rules, Guidelines & Policies

1. General Policies

- A. The Club swimmers and their family are encouraged to support their teammates at practice and at meets. Working together is an important element of membership.
- B. I will respect and show courtesy to my Teammates, Coaches and Competitors at all times.
- C. I will demonstrate good sportsmanship at all practices and meets.
- D. I will set a good example of behavior and work ethic for my younger Teammates.
- E. I will be quiet and still while the Coaches are instructing my practice group.
- F. I will be respectful of my Teammates' feelings and personal space. I will not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
- G. I will display proper respect and sportsmanship toward Coaches, Officials, Parents, and the public, and refrain from any behavior that may discredit or embarrass the Club.
- H. I will follow all instructions given by the Coaches at practices, meets, and all other Club activities.
- I. I will refrain from foul language, behavior deemed dishonest, offensive, or illegal.
- J. I will show respect for all facilities used during practices, competitions, and Club activities.
- K. I will be respectful of other people's possessions and property and will refrain from activities that cause damage to either.
- L. I will not use electronic communication devices (including but not limited to cell phones and cell phone cameras) in locker rooms or on deck as described in Part A.
- M. I will not physically harm or verbally/electronically harass anyone as described in Part A.
- N. I will not have an emotional relationship with another Member of the Club, for example; not dating another Member of the Club.

2. WHSD Policies

- A. Woodland Hills School District permits the Club to utilize the pool facility. When on Woodland Hills School District property, in the pool area or locker rooms, all school district rules must be followed.

- B. No videos, photos, or audio are to be recorded on school grounds as it is illegal and a violation of district policy. Woodland Hills 2017-2018 Junior Senior High School Handbook.

3. USA Swimming Policy

- A. All Members agree to the USA Swimming Rulebook in full. Of particular importance with regard to this document, refer to Part Three: Rights, Privileges, Code of Conduct.

4. Practice Policy

- A. Coaches will determine practice policies and communicate them to the swimmers.
- B. Coaches are responsible for swimmers during practice. If a swimmer needs to leave the pool area or a practice session, a coach must be notified.
- C. Parents are responsible for their swimmers prior to the start and at the conclusion of practice. At no time are parents to be on the pool deck.

5. Meet Policy

- A. Swimmers are to report to their coach immediately upon arrival at the competition.
- B. Swimmers are to discuss their event with their coach, prior to and after, each race.
- C. Swimmers are to stay on deck, with the team, unless permitted by a coach otherwise.
- D. Parents are not permitted on the pool deck, except as directed by the meet host as a volunteer.

6. Parent Policy

- A. Participation by my child in swimming is voluntary. Participation in meets and events shall not be forced and suggested only when in the best interest of the child.
- B. I will support the values of Discipline, Loyalty, Commitment, Hard Work, and Teamwork during practice and meets and other swimming events and in my dealings with all coaches, parents, swimmers, and officials.
- C. Know my role:
 - i. Swimmers – Swim;
 - ii. Coaches – Coach;
 - iii. Officials – Officiate;
 - iv. Parents – Parent and Praise swimmers for hard work.
- D. I will demonstrate good sportsmanship by maintaining control and conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at all practices and meets. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed towards coaches, officials, any participating swimmer and/or parent of a swimmer is unsportsmanlike will not be permitted or tolerated.
- E. I will discuss any concerns or take suggestions to a member of the coaching staff. I will not coach or instruct the team or any swimmer at a practice or meets (from stands or any other area), interfere with coaches on the pool deck as they work, or unduly burden coaches or board members by directing excessive telephone calls or e-mails to them.
- F. I understand that officials who judge meets are volunteers who have the best interest of all swimmers in mind. I may not agree with calls or decisions made by officials during swim meets and other competitions, and if so, I will direct questions or concerns made by meet officials to a member of our coaching staff.
- G. Should I conduct myself in such a way that brings discredit or discord to the Club, AMS Swimming, Inc., or USA Swimming, I voluntarily subject myself to disciplinary action. The Club and/or AMS maintain the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

7. Anti-Bullying Policy

- A. As all Club members are registered USA Swimming Members, Club members are bound by USA Swimming's rules regarding bullying as follows: Bullying is prohibited. For these purposes, the term "bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming Members of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or

gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other Member or damage to the other Member's property;
 - ii. placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property;
 - iii. creating a hostile environment for the other Member at any USA Swimming activity;
 - iv. infringing on the rights of the other Member at any USA Swimming activity; or
 - v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).
- B. Complaints under this rule would be first heard by the Club Coaches and Board, and if necessary would proceed through formal termination processes and/or hearings as directed by USA Swimming guidelines.

8. Cell Phone/Camera/Other Recording Device Policy

- A. Cell phones, cameras and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in rest rooms, locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the rest room, locker room or other changing area:
- i. Please leave such devices in swim bags, cars, pockets, or with a Parent so that it is not used in the locker room for any reason at any time. All banned uses include, but are not limited, to gaming, texting, phone calls, pictures, etc. This policy includes: all phones, tablets, gaming devices, video cameras or any other device with sound recording or picture taking capabilities.
 - ii. No cameras, cell phones, or any other type of recording devices are permitted for use on deck at any time at swim meets, for any purposes, no exceptions.

9. Electronic Communication

- A. General: Any electronic communication with a member should not contain or relate to any of the following:
- i. drugs or alcohol use;
 - ii. sexually oriented conversation; sexually explicit language; sexual activity;
 - iii. an adult's personal life, social activities, relationship or family issues, or personal problems;
 - iv. inappropriate or sexually explicit images or videos;
 - v. any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.
- B. Member to Member
- i. Texting: subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8:00 am until 9:00 pm. Texting only shall be used for the purpose of communicating information directly related to team activities.
 - ii. Emailing: athletes and coaches may use email to communicate between the hours of 8:00 am and 9:00 pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.
- C. Request to Discontinue All Electronic Communications: the parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

10. Social Media

- A. Facebook/Personal: Coaches may have personal Facebook (or other social media sites) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend."
- i. Coaches should not accept any "friend" request from an athlete. Coaches should remind the athlete that this is not permitted.
 - ii. Coaches and athletes are not permitted to "private message" each other through Facebook.

- iii. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.
- B. Facebook/Club: The Club DOES have an official Facebook page that coaches, athletes and parents can follow for information and updates on team-related matters.
- C. Other Social Media Sites: The Club DOES NOT have any other official social media (including, but not limited to Twitter and Snapchat) that coaches, athletes and parents can follow for information and updates on team-related matters.
 - i. Coaches are not permitted to follow athletes on any other social media not noted previously.
 - ii. Athletes are not permitted to follow coaches on any other social media not noted previously.
 - iii. Coaches and Athletes are not permitted to “direct message” each other through any other social media not noted previously.
- D. Request to Discontinue All Electronic Communications: the parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

11. Reporting & Retaliation

- A. It is every Member’s responsibility to promptly report a violation of the Code of Conduct to a Coach. Refer to Article 306 of the USA Swimming Rulebook.
- B. Filing a knowingly false allegation of a violation of the Code of Conduct will result in disciplinary action.
- C. Retaliation for reporting a Code of Conduct violation is not acceptable. No Member shall retaliate for a Member reporting a Code of Conduct violation, or for any other cause. Refer to Article 307 of the USA Swimming Rulebook.

Part B – Disciplinary Procedures

1. Disciplinary Actions

- a. For the violations of the rules, guidelines and/or practices detailed in Part A above may include:
 - i. The Athlete may receive a verbal or written reprimand,
 - ii. The Athlete may be dismissed from practice and parents are responsible for his/her safe and immediate transport from practice,
 - iii. The Athlete may be scratched from an event or events or a meet and parents are responsible for his/her safe and immediate transport from the meet,
 - iv. The Athlete may be suspended, immediately, from the Club or
 - v. The Athlete may be removed from the Club, per Club bylaws.
- D. Suspension: In the event of member suspension or removal from the Club, no refunds will be given, either full or partial.
- E. Damage: Members are financially responsible for any damage they cause.
- F. Accusations: All accusations and occurrences are investigated on a case by case basis. As necessary, the Club Coaches and Board will do their due diligence to research and report occurrences to the proper authorities. All issues are taken very seriously and shall be dealt with in a timely manner.
- G. Documentation: Depending on the severity of the incident, a verbal warning may or may not be given. Violations of the Club Code of Conduct will be documented in the athlete’s file and a parent will be notified. Both the athlete and a parent will be required to sign the documented violation.
- H. Notification: Please keep in mind that in some situations the authorities, including local police, USA Swimming, School District Personnel, and AMS shall be notified.
- I. Mandated Reporter: Club coaches are Mandated Reporters per the PA Child Protective Services Law (CPSL).

Agreement

My signature on this document constitutes an unconditional agreement to comply with the Code of Conduct. I understand that if I violate this Code of Conduct, I will be subject to disciplinary action detailed herewith.

Return this page signed to a Club Coach, as required for participation. Keep the preceding pages for your record and reference.

Athlete Name (please print)

Athlete Signature

Date

Parent Signature

Date

| | |
|--------------------------------------|------------------------|
| Administrative Use Only | |
| _____ Received by Coach (initial) | _____ Date Received |