



CODE OF CONDUCT

Obey the provincial law, the federal law, AND the law of the country you are visiting.

No drinking alcohol, no carrying alcoholic beverages, no smoking or chewing tobacco, no carrying or using any social or non-prescription drugs.

Behave morally, dress respectably, and do not use profane language.

Act in a manner that brings credit to your family, your club and yourself.

Show respect for and co-operate with meet management, pool management, team staff, and all fellow competitors.

Follow all team, camp, meet and facility rules.



ATHLETE RULES

As a representative of an Ontario swim club and a representative of the province of Ontario, you inherit not only the pride of being associated with the most successful Olympic medal winning sports organization in Canada, you inherit the responsibility for continuing the tradition of world class achievement. The Swim Ontario Code of Conduct exists to insure that whenever swimmers represent the province of Ontario, they are world class both on and off the deck, at home or away. The Code is in effect from the time of departure until returning home. Anyone signing the attached Code of Conduct agreement must abide by it.

ANY ATHLETE(S) BREAKING THE CODE MAY BE REMOVED FROM THE EVENT AND SENT HOME AT THEIR EXPENSE. FURTHER CONSEQUENCES MAY BE INSTITUTED BY THE SWIM ONTARIO DISCIPLINARY COMMITTEE AND MAY INCLUDE:

A: FULL REPAYMENT OF MEET FEES, ACCOMMODATION AND/OR TRANSPORTATION EXPENSES BY THE ATHLETE;

B: AND/OR SUSPENSION FROM FURTHER SWIM ONTARIO INITIATIVES

As an athlete, you are responsible for:

- observing and following the Code of Conduct
- displaying a commitment to excellence and maintaining a positive attitude.
- being pro-active in your communication with team staff and finding out what is expected of you.
- co-operating with all staff in an atmosphere of trust and mutual respect.
- observing curfew.
- respecting others' needs for sleep, quiet and safety.
- being punctual for all team meetings, transportation to and from the event, workouts or meet warm-ups.
- wearing team apparel, when requested.
- having all training and racing equipment prepared and ready for use.
- keeping your room clean and orderly.
- any damages to your room or its contents.
- any expenses associated with the telephone, movie rentals, room service etc.
- maintaining the best possible diet for optimal performance.
- propping doors open whenever a member of the opposite gender is in the room.
- requesting staff permission to have visitors from outside the team in your room.
- requesting staff permission to leave the team location for any extended period of time.

SWIM ONTARIO IS AWARE THAT THE ABOVE CONDITIONS MAY INFRINGE ON SOME OF THE ATHLETES' LEGAL FREEDOMS. HOWEVER, THIS IS NOT ABOUT INDIVIDUAL FREEDOMS, IT IS ABOUT DOING EVERYTHING IN YOUR POWER TO HELP YOU AND YOUR TEAMMATES PERFORM AT THE HIGHEST POSSIBLE LEVELS.

STAFF GUIDELINES



TEAM STAFF - GENERAL

All staff members are to act professionally, and understand their role in making the event as successful and as enjoyable as possible.

All staff members are urged to work as a team and to arrive at decisions as democratically as possible. The level of harmony/unity displayed within the team staff can positively or negatively affect performance in the water.

The role of manager can be challenging and stressful. No manager can carry out all the details of managing a team without the help and co-operation of the coaching staff. Coaches may be asked to assist swimmers with their travel when joining the team and upon their subsequent return home, including pick-ups and departures from airports and other locations.

HEAD COACH

- must observe the code of conduct
- assumes ultimate responsibility for the team
- assists Swim Ontario with meet entries
- contacts the team manager(s) to discuss all travel and staging details and define areas of responsibility
- contacts assistant coach(s) to discuss and assign coaching duties and areas of responsibility
- creates a high level of harmony and co-operation between athletes and staff
- holds a team meeting as soon as possible after arrival at camp/event location to reviews team goals, team rules, introduce staff, pool and eating schedules etc.
- involves coaching staff in chaperoning duties
- obtains meet results for Swim Ontario
- submits a detailed written report of the event to Swim Ontario (within 30 days of returning)

STAFF GUIDELINES



TEAM MANAGER

- must observe the code of conduct
- may be required to arrive one day early to help with team arrival
- may be required to stay one day extra to ensure everyone returns home safely
- in consultation with head coach, outlines all strategies related to team logistics
- obtains and holds medical, release, profile forms, passports, code of conduct agreements, contingency funds, rooming list, etc.
- is responsible for all baggage arrangements and airport check-in
- is responsible for distributing outfitting to team members
- is responsible for arranging travel to and from pool/hotel
- may be asked to attend coaches/officials meetings on site
- may be required to help communicate meet information changes
- acts as chief chaperon
- liaises with hotel regarding rooming lists, eating arrangements, check-out etc.
- in consultation with head coach is responsible for meal/snack arrangements
- on disciplinary matters, will consult with coaching staff and upon, direction from the head coach, will carry out any reasonable action deemed necessary
- may be required to act as witness, if head coach is required to take disciplinary action
- must submit overall report including suggestions for future consideration
- responsible for bring Provincial Flag or Canadian Flag (supplied by Swim Ontario)
- responsible to bring fully outfitted first aid kit (supplied by Swim Ontario)

STAFF GUIDELINES



ASSISTANT COACHES

- must observe the code of conduct
- must be team players and understand their role as an assistant
- responsible to the head coach
- must help enforce team rules if required
- must attend all meetings called by the head coach or team manager
- must receive and follow instructions on coaching duties from the head coach
- must co-operate with team manager and assist with team activities/logistics including travel and chaperoning
- must wear team outfitting if requested by the head coach

REPORTS

Within 30 days of the completion of the event/trip, both the head coach and team manager are responsible for submitting detailed reports to Swim Ontario, which include a performance summary, suggestions for future consideration, and any noteworthy occurrences or disciplinary actions which may have taken place during event/trip.

AGREEMENT AND CONSENT FORM



I have carefully read the Swim Ontario Code of Conduct, understand it, and agree to abide by it.

If I break the Code of Conduct, I may be dismissed from the team, pending a further review by the Swim Ontario Disciplinary Committee.

Participant's Name _____ (please print)

Event _____

Participant's Signature or
Guardian's Signature (if under 18 yrs of age) _____

Date _____ // _____ Day
Month Year

ANYONE NOT AGREEING WITH ANY PART OF THE CODE MAY REFUSE TO SIGN THIS AGREEMENT AND WILL BE EXCLUDED FROM PARTICIPATING IN THIS EVENT.

PARTICIPANT RELEASE FORM



In consideration of my selection to and becoming a member of the _____
_____, I do hereby for and on behalf of myself, my heirs,
executors, administrators, and assigns, remise, release and forever discharge Swim Ontario,
its officers, members, representatives and agents, and their heirs, executors, administrators,
successors and assigns, of and from any and all damages, losses and injuries which may be
suffered or sustained by me in connection with this provincial team event, my association
therewith, and my entry and participation in the _____
_____ (provincial event) and my travelling to and returning from
said provincial event, and all such causes or action, claims and demands are hereby waived.

**Regardless of Age,
All Event Participants Must Complete and Sign This Section.**

Team Member (Please Print) _____

Address _____

City _____ Province _____ Postal Code _____

Age _____

Swimmer's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____
(If swimmer is under 18 years of age)



MEDICAL FORM

Swimmer _____ Male _____ Female _____

(First name) (Last name)

Birth Date: day _____ month _____ year _____ Health Insurance # _____

Present Address _____

(Street) (Apt. #)

City _____ Province _____ Postal Code _____

Home Phone (_____) _____ Parent/Guardian tel. (_____) _____

Parent/Guardian Email: _____

Home Club _____

Home Coach _____ tel. (_____) _____

Allergies or other Medical issues _____

Prescribed Medication (swimmer is responsible to administer correct dosage):

1- _____ 2- _____

List any dietary restrictions _____

Emergency contact name _____ (please print)

Phone: Day (_____) _____ Night (_____) _____

Relationship _____

I, _____, the parent/guardian of the above named swimmer give permission for him/her to receive emergency medical treatment, should this become necessary.

Date _____ Parent/Guardian _____



Photograph/Video Consent Form

In consideration of my engagement as a member of Swim Ontario, and for other good valuable consideration herein acknowledged as received, I hereby grant to Swim Ontario – its staff, Board Representatives, and those acting with its authority and permission, the irrevocable and unrestricted right and permission to take, copyright in their own name and otherwise, and use, reuse, and publish pictures of me in all artwork or media used in promotion, editorial, trade, advertising, website display, or for any other purpose whatsoever. I also consent to the use of any published matter in conjunction therewith.

I hereby release, discharge and agree to save harmless Swim Ontario – its staff, Board Representatives, and those acting with its authority and permission, from any liability of distortion or altered use that may occur or be produced in the taking of said picture(s), video, or in any subsequent procession thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of full age or have a Parent/Guardian to rightly contract my own name. I have read the above authorization, release and agreement, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

NAME: _____

DATE: _____

SIGNED: Parent/Guardian: _____

SIGNED: Participant (if 18 years of age or older: _____

WITNESS: _____