



GTSA Staff & Board Members

GTSA Coaches

Todd Hoffmeier
Jimi Kiner
Paul Murphy
Jeff Feldman
Tammy Hoffmeier
Stephanie Kramer
Courtney Hauck
Stefania Sofoulis
Garrett Brancato
Odeime Medina

Officials

Todd Hoffmeier
Laurie Copley
Ryan Copley
Jan Gorrie
Karen Saunders

Board

President Todd Hoffmeier
Secretary Jimi Kiner
Treasurer Tammy Hoffmeier

If

Section 3: Definition of Inappropriate Behavior

This section of the policy reflects GTSA's commitment to the establishment of a mutually beneficial environment for coaches, swimmers, and families. While none of the behaviors listed below are unlawful, they are considered inappropriate for optimal club functioning and swimmer development. Inappropriate behavior includes, but is not limited to, the following conduct:

1. Gossiping about, using profanity towards, demeaning or defaming another person, or otherwise acting in a manner that could negatively impact the self-esteem of a coach, swimmer, or parent. All communication will be open even if private. For example, disciplinary actions and conversations between coaches and swimmers will include a third party. Statements such as "Don't tell your parents" will not be permitted.
2. Engaging in negative humor, bantering, or bullying that may intimidate, offend or demean another person.
3. Using Profanity on deck.
4. Swimmers will not use any substances identified as banned by USA Swimming. The use of tobacco, alcohol, or illegal drugs is prohibited for all swimmers. Parents and coaches may not use substances while acting in an official capacity for the club, i.e. chaperone or driver.
5. Use of GTSA Club roster and/or other sensitive information to promote an individual's business or other interest.
6. The use of aggressive and/or inappropriate physical contact.

Section 4: Complaint and Conflict Resolution Procedures (Grievances):

In a conflict arising between individuals, the first step to resolving the conflict is for the individual to take the concern directly to the other person, whether a coach and a swimmer, a coach and a parent, or a swimmer and a swimmer. Respectfully discuss the concern and attempt to resolve. If this does not resolve the conflict, present the conflict to the next level of club management, i.e. head age group coach, head coach, and Aquatic Director. If disciplinary action is necessary, the following steps will be initiated:

Step 1: Identify the problem or infraction by determining the effect of the behavior. Infractions may be in regard to the safety of the swimmers and/or staff, the preservation of property, or be in regard to behavioral issues (i.e. failure to follow program or facility rules, disruptive behavioral, and other contrary to the stated behavioral expectations). Document the incident.

Educate and attempt to change the behavior.

Emphasis will be placed on educating the individual by informing all persons involved of the rules and behavior expectations related to the situation, as well as expectations for changing the behavior.

- A. Verbally remind the individual of the code of conduct and request compliance. Document the encounter.
- B. If the behavior continues, behavioral counseling will occur with verbal agreement regarding expected behavioral changes. Document the encounter. If behavioral infractions jeopardize the safety of swimmers, an immediate disciplinary action will occur, such as removal from the pool (the coach will be responsible for this decision).

Coaches will have a third party present in the event a disciplinary meeting is required. Any anticipated meeting with a swimmer(s) to resolve a conflict should also warrant a third party being present. Another coach may act as a third party being present. Another coach may act as a third party for initial encounter to point out expected behaviors. Formal behavior counseling should involve the parent(s) of the swimmer. All coach/swimmer interactions will be in an open environment and/or with a third party present. Document incident and educational counseling.

Step 2: All attempts will have been made to educate the individual(s) and request for their compliance. However, interventions may take place when the repeated negative behavior is disruptive and is impacting the safety and positive experiences of swimmers or coaches. The following action(s) will be taken:

- A. The person committing the infraction will be suspended from club participation.
- B. A meeting with all involved parties will take place. For coaches, this will include the Head Coach, and the Aquatic Director. For the Head Coach, this will include the Aquatic Director.
- C. A behavioral contract will be used to identify the violations or behavioral problems, as well as the required changes in the individual(s) behaviors. This will include a timeline and agreed upon terms of re-instatement for club participation.

Step 3: If behavioral concerns continue and/or reoccur following suspension and reinstatement, the following steps will occur:

- A. A meeting will occur between all involved parties. The Aquatic Director will participate in any such meeting.
- B. The disciplinary actions taken will be reviewed and agreed upon by all members present.
- C. The individual will be terminated for participation with Greater Tampa Swim Association.