



Bozeman Barracuda Swim Club
Policy/Procedure No. BSC-1008

Code of Conduct Policy

Approved by Board: 08/2023

Formerly "Discipline Policy"

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This policy is intended to comply with requirements of and procedures for membership and affiliation with USA Swimming (USA-S). This establishes disciplinary requirements, procedures and responsibilities with respect to the Bozeman Barracuda Swim Club (BSC) Code of Conduct.

The BSC promotes respect, good sportsmanship, and responsibility to team members, coaches, the Club, facilities and their staff and opponents from other Clubs. The team relies heavily on the good citizenship of its member families to support these qualities and to render participation on the team a fun, safe, and rewarding experience for all members.

The BSC team and Board of Directors are responsible for the safety of our athletes as its foremost priority. The BSC believes that it is a privilege to be on the swim team and if necessary will not hesitate to revoke this privilege from any team member whose behavior is such that it puts theirs or any other members' safety at risk or if this behavior is deemed to be disruptive to the performance and/or spirit of the team as a whole by the team's coaching staff.

Specifically, fighting with any other users of the Club or facility and/or disregard of Club, USA-S, and facility rules and regulations are grounds for suspension and/or expulsion from the team. The coaching staff will make every reasonable effort to ensure that any such actions are administered fairly to all parties involved and will have final authority over any such actions that it finds necessary. If the athlete, parent or guardian has concern over the action they can submit documentation for the Board of Review (see Dispute Resolution Policy).

If a situation occurs where a swimmer is endangering themselves or other athletes, athletes may be escalated up to and including Step 4, with the agreement of the Coaching Staff and Board of Directors. BSC is committed to providing a safe environment for all of their members.

ARTICLE 1 – DISCIPLINE POLICY

1. OVERVIEW

Adherence to Code of Conduct, practice expectations, facility rules, and swim meet expectations is required. If an athlete or parent/guardian violates any specific rule or behaves inappropriately in the course of a practice or competition, disciplinary action may result.

Examples of disciplinary actions may include but are not limited to: verbal warnings, written warnings, loss of privileges, suspension, and/or removal from the team.

2. FOUR STEP POLICY

STEP ONE: After an athlete has been verbally warned twice (in the same practice or meet), the athlete is removed from practice/meet to have a discussion with the coach. After the discussion, the athlete is allowed to return to the water. Behavior will continue to be monitored. Behavioral issues will be brought to parent(s)/guardian(s) attention by email following practice (within 24 hours). Incident will be documented and held on file for one (1) calendar year from date of incident.*

STEP TWO: If the undesirable behavior persists, or occurs again at a subsequent practice, the athlete will be removed for the remainder of the practice. Athletes will receive a Disciplinary Notice, via email to parent/guardian with Code of Conduct attached, copied to the Head Coach and board president. Parents/guardians need to ensure that the Disciplinary Notice is reviewed and the Code of Conduct is signed and returned to the Head Coach before the athlete returns to regular team activities. The incident will be documented and remain on file for one (1) calendar year from the date of the incident.*

STEP THREE: If an athlete receives two Disciplinary Notices, or coaches determine a suspension is necessary, a formal letter and disciplinary action will be provided via email twenty-four hours (24 hours) from when the action occurred, and copied to the Head Coach, Board President, and Board Secretary (for archival purposes). The incident will be held on file for one (1) calendar year from the date of the incident.*

After receipt of the email, the parent/guardian has the right to request to meet with a member of the coaching staff, one board member, and the athlete. This request must be completed within three (3) days. If parent/guardian does not agree with suspension, they may begin the Board of Review Process (see Dispute Resolution Policy). If there is a meet during this suspension, the athlete will not be allowed to participate and no monetary refund will be provided. Families will not be eligible for proration of dues for missed practice.

In order to return to practice after the suspension has been fulfilled, the athlete **MUST** meet with a member of the coaching staff, parent/guardian, and at least one person from the Board of Directors. The intent of this meeting is to welcome the athlete back and answer questions regarding the Code of Conduct moving forward.

STEP FOUR: If Step Three needs to be executed more than once, coaching staff will submit a recommendation for termination of membership to the Board of Directors. The Board will take up a motion for termination and will require a 2/3 vote. If approved, the athlete will be asked to leave the team and not allowed back. There will be no monetary refund and all remaining dues/fees will be billed in one lump sum at the time of departure. A formal letter of documentation will be sent to the athlete and family within twenty-four (24) hours of the action. The Board Secretary will receive a copy of termination for archival purposes.

ARTICLE 2 – CELL PHONE POLICY

Violation of team, USA-S, and facility rules pertaining to cell phone use in the locker room witnessed by a guard, meet marshall, or Barracuda team coach will result in the following disciplinary actions.

Step 1: Athlete will be given a verbal warning, which will be documented and kept on file for one (1) calendar year from the date of the incident.*

Step 2: After an athlete has been verbally warned twice, removal of locker room privilege for one (1) week, parents will be informed, and the incident will be documented and kept on file for one (1) calendar year from the date of the incident.*

Step 3: If cell phone use continues, immediate suspension from practice and meets for one (1) week from the date of incident. Parents will be informed and the incident will be documented and held on file for one (1) calendar year from the date of incident. There will be no refunds or ability to prorate lost funds.*

Step 4: If Step Three needs to be executed more than once, expulsion from the team will occur. No refunds will be issued and all remaining dues/fees will be billed in one lump sum at the time of departure.

* If no further incidents occur or subsequent steps are initiated within a two (2) month period, both Four Step processes will reset back to step 1. All documentation of previous incidents will be deleted after one (1) calendar year.