



Park City Swimming 2023-2024 Season
Code of Conduct and Policies Manual

Index

Index.....	2
Athlete Member Code of Conduct.....	3
Disciplinary Actions.....	4
Parent Code of Conduct.....	5
Coach Code of Conduct.....	6
Action Plan to Address Bullying.....	7
Electronic Communication Policy.....	10
Team Travel Policy.....	12

Athlete Member Code of Conduct

An *Athlete Member* is an individual who participates in the sport of swimming and is in good standing as an individual member of Park City Swimming (PCS) and USA Swimming.

PCS athlete members will:

- Value the opportunity to be a member of PCS.
- Act and behave in a way that positively reflects upon PCS and its members.
- Display proper respect and sportsmanship toward all coaches, officials, administrators, teammates, competitors and the public at all times.
- Treat our facility with care and appreciation.
- Be honest and fair in all dealing and interactions with others.
- Value the rights, dignity and self worth of all others.
- Abide the [USA Swimming Bullying Policy](#).
- Be a positive role model.
- Take responsibility for your actions.
- Be aware of and adhere to all PCS standards, rules, regulations and policies.
- Refrain from using inappropriate language.
- Refrain from any inappropriate or illegal behavior that would detract from PCS, PCAC, PCSD or its sponsors.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.
- Refrain from any form of abuse (physical, verbal, emotional, etc) towards others.
- Refrain from any form of theft or robbery.
- Refrain from the possession, use or sale of any type of illegal substance (tobacco, drugs, alcohol, etc).
- Refrain from engaging in inappropriate physical or sexual conduct.
- Refrain from possessing or distributing explicit or pornographic materials.
- Refrain from using, exhibiting or possessing weapons.
- Immediately report any violations of the PCS Code of Conduct to the appropriate authority.
- Understand that not reporting a violation of the PCS Code of Conduct may be considered as participation in the violation of the honor code.
- Understand the possible consequence of breaking the PCS Code of Conduct.

In addition to actions listed above, PCS athlete members while participating in team activities and/or travel trips will:

- Refrain from any act which would be considered an offense under federal, state, local or USOC laws or rules.
- Respect all properties (hotel room, restaurant, vehicles, venues, etc.) Any physical damage occurring to said properties shall be paid for by participants involved with the occurrence.

Disciplinary Actions

Failure to comply with the PCS Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but is not limited to:

- Dismissal from the current team function.
- Suspension from team functions (including practices, swim meets and activities).
- Dismissal from a travel trip. Dismissed athlete members may be immediately sent home at their own expense. Athletes dismissed from a travel trip will be held financially responsible for the total cost of the trip as well as the return trip.
- Financial penalties.
- Suspension of future travel privileges with PCS and Utah Swimming.
- Board of Review Proceedings from Utah Swimming and/or USA Swimming.
- Dismissal from PCS. Dismissed swimmers are responsible for finalizing the members account and understand that no refunds or reimbursements will apply in case of dismissal from the team.

PCS Athlete Member

I acknowledge that I have read, understand and agree to abide by the PCS Athlete Member Code of Conduct.

Athlete Printed Name

Athlete Signature

Date

Parent/Guardian of PCS Athlete Member

I, the parent/guardian of the above-mentioned athlete member, acknowledge and agree that I have read and understand the PCS Athlete Honor Code. I agree that my athlete members will abide by the Honor Code.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent Code of Conduct

As a parent/guardian of an athlete member of PCS, I agree that I will abide by the following guidelines:

- I will embrace and support the Mission, Vision, Values and Beliefs of PCS.
- I will be my swimmer's biggest fan and provide unconditional encouragement, support and empathy.
- I understand that swimmers become easily confused when coached by a parent and benefit most from positive reinforcement of the professional coaching staff's instruction and advice.
- I understand that I am an example for my swimmer and should always promote good sportsmanship.
- I am proud to be a member of PCS and support the swimmers, coaches and team with positive actions.
- I will respect the integrity of the officials and understand that these volunteers base their decisions on honest, objective evaluations of performance. If I have a question or concern regarding decisions made by meet officials, I will direct my inquiry via a PCS coach and will not approach the meet officials.
- I understand that if I have a question or concern that needs to be addressed with a coach and/or team administration that I will approach the situation in a respectful and appropriate manner. I understand that on deck during practice or at a swim meet is not the appropriate time or place, and that I should make an appointment to address the situation with the appropriate personnel.
- I understand that criticizing, name calling, use of abusive/profane language or gestures directed toward any swimmer, coach, official, administrator and meet personnel will not be permitted nor tolerated.

Violation of the above may result in suspension or termination from PCS or USA Swimming. Should I conduct myself in such a way that brings discredit or discord to PCS, I voluntarily subject myself to disciplinary action. I understand that PCS maintains the right to terminate any membership privilege with cause in the interest of the team's vision, mission and objectives.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Coach Code of Conduct

As a Coach for PCS, I agree that I will abide by the following guidelines:

- At all times, adhere to USA Swimming's rules and code of conduct. ***Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to the profession.
- Respect officials and their judgment and abide by the rules of the event. Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.
- Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

Violation of the above may result in suspension or termination from PCS or USA Swimming. Should I conduct myself in such a way that brings discredit or discord to PCS, I voluntarily subject myself to disciplinary action. I understand that PCS maintains the right to terminate any membership privilege with cause in the interest of the team's vision, mission and objectives.

Coach Printed Name

Coach Signature

Date

Action Plan to Address Bullying

Purpose

Bullying of any kind is unacceptable at PCS and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. PCS is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach.

Objectives of the PCS Bullying Policy and Action Plan:

1. To make it clear that PCS will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To ensure how to report bullying transparent and understandable.
5. To spread the word that PCS takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

What is Bullying

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying can result in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. ***Bullying is the severe or repeated use by one or more USA Swimming members of 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).*

Reporting Procedure

An athlete who feels that they have been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

How We Handle Bullying

If bullying is occurring during team-related activities, we stop bullying on the spot using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by finding out what happened and supporting the kids involved using the following approach:

Finding Out What Happened

1. First, we get the facts.
 - a. Keep all the involved kids separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
What is the history between the kids involved?
Have there been past conflicts?
Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

Supporting the Kids Involved

3. Support the kids who are being bullied
 - a. Listen and focus on the kid. Learn what's been going on and show you want to help. Assure the kid that bullying is not their fault.

b. Work together to resolve the situation and protect the bully victim. The kid, parents, and fellow team members and coaches may all have valuable input.

It may help to:

i. Ask the kid being bullied what can be done to make them feel safe. Remember that changes to routine should be minimized. They are not at fault and should not be singled out. Consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the kid who is bullied should not be forced to change.

ii. Develop a game plan. Maintain open communication between the Club and parents.

Discuss the steps that will be taken and how bullying will be addressed going forward.

c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

a. Make sure the kid knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

b. Show kids that bullying is taken seriously. Calmly tell the kid that bullying will not be tolerated. Model respectful behavior when addressing the problem.

c. Work with the kid to understand some of the reasons they were being a bully.

For example:

i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.

ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who is being a bully in making amends or repairing the situation. The goal is to help them see how their actions affect others.

For example, the kid can:

i. Write a letter apologizing to the athlete who was bullied.

ii. Do a good deed for the person who was bullied, for the club, or for others in your community.

iii. Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team kids who bully does not reduce bullying behavior. Kids may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Help the kid who is bullying to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but they don't know how. Fortunately, there are a few simple, safe ways that kids can help stop bullying when they see it happening.

a. Be a friend to the person being bullied;

b. Tell a trusted adult – your parent, coach, or club board member;

c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."

d. Set a good example by not bullying others.

e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Electronic Communication Policy

Purpose

PCS recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While PCS acknowledges the value of these methods of communication, PCS also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

Policy

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. Any one on one communication must include or be disclosed to the minor athlete's parent or guardian. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use
- Sexually oriented conversation, sexually explicit language, sexual activity
- The adults personal life, social activities, relationship or family issues, personal problems
- Inappropriate pictures or social media posts

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues and personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is transparent, accessible and professional (TAP).

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the TAP criteria, then it is likely your method of communication with athletes will be appropriate.

Social Media

Coaches may have personal social media pages, but they are not permitted to have any athlete member of PCS join their personal page as a "friend", "follower", "subscriber" or other type of social media connection. A coach should

not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through social media. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other DM method. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8 AM until 8 PM. Texting shall only be used for the purpose of communicating information directly related to team activities.

Email

Athletes and coaches may use email to communicate between the hours of 8 AM and 8 PM. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

Request to Discontinue All Electronic Communication

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.

Team Travel Policy

Parent(s)/swimmer(s) should be familiar with the PCS meet announcement for each travel meet that they attend. Each meet announcement will provide information about the trip. Some meets will have specific requirements. Most team travel meets will have the swimmers traveling with their families. For out of state USA Swimming Championship type meets (Sectionals/Senior Zones/Junior Nationals/Nationals/etc.) swimmers may travel with a coach.

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – are less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by PCS.

Section 1

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check.
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- d. When only one athlete and one coach travel to a competition, the athlete must have their parents' (or legal guardian's) written permission in advance to travel alone with the coach.

Section 2

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and their parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or their designee.

- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12-Under athletes will be accompanied by a chaperone.
- n. The Head Coach or their designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3

Safety

- a. Additional guidelines are to be established as needed by the coaches;
- b. Supervised team room can be provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles

Behavior

- a. Be quiet and respect the rights of teammates and other guests in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. Swimmers will not be allowed to travel unless account is current or payment arrangements have been made and are on record with PCS Admin.
- b. No room service without permission
- c. Swimmers are responsible for all incidental charges
- d. Swimmers are responsible for any damages or thievery at hotel
- e. Must participate in contracted group meals
- f. Communicate travel reimbursement information and policies.

