

Code of Conduct

-Athlete Rules-

The majority of the swimming experience happens in the pool, involving only swimmers and coaches. Because of this, we cannot ask parents to maintain a constant watch to ensure proper behavior from their children. As an organization with abiding responsibilities for the growth, development, safety and competitive success of dozens of young athletes, the Windsor Essex Swim Team has adopted the Swim Ontario and Swim Canada Codes of Conduct. Our Code of Conduct applies to everyone associated with the Club including swimmers, coaches, parents, officials, and volunteers. The Windsor Essex Swim Team strives to ensure a safe environment for its members and endeavors to foster healthy relationships amongst its swimmers. For these reasons, the Club has adopted a zero-tolerance policy.

The rules of the Windsor Essex Swim Team are in effect at all functions, training sessions and meets where swimmers are acting as representatives of the Club.

EXPECTATIONS

Courtesy, good sportsmanship, co-operation with coaches and respect for the rules they set out for meets, trips and training sessions.

Respect for the needs and sensitivities of teammates and competitors.

Respect for public and private property, including pool decks, change rooms, and on trips, buses or other vehicles of transportation, hotel rooms, lobbies, and other facilities.

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

No carrying of firearms or weapons, prop, or toy.

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 use only acceptable language. WEST does not tolerate any racial, disrespectful, or discriminatory behaviour.

Act in a manner that brings credit to your family, your team 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.

RESPONSIBILITIES OF SWIMMER

Attend practices as required.

Be on time for practices and meets.

Use of Facility dressing rooms in a respectful manner for all to use safely. (Any damage or inappropriate behaviours will be the responsibility of the athlete's family)

Acquire and use the proper attire/equipment including official WEST clothing at meets.

Help set up and take down all training equipment when asked by a coach (lane ropes, kickboards, flags, etc.)

Leave pool facility promptly at the end of each practice. (WEST Coaches will not track down swimmers in dressing rooms or adjacent hallways/lobbies for swim practices)

Athletes are responsible for their own personal belongings and equipment. Personal belongings should be kept either in the dressing rooms in locked lockers or brought on deck. There are lost and found areas that can be found at all facilities.

Ensure that all WEST communications are delivered to parents. (Coaches often give verbal announcements or news to all swimmers in all groups. Please ask your swimmer for information that may have been passed)

As an athlete at the out of Windsor events, 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 safety

Being punctual for all team meetings, transportation to and from the event, workouts or meet warm-ups

Wearing team apparel, when requested

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

Requesting staff permission to leave the team location for any extended period of time

DISCIPLINE

While some behavior is much more unacceptable than others, any breach of a rule may result in some form of disciplinary action up to and including a temporary suspension, or dismissal from the Club. Occasionally a coach must discipline a swimmer. Depending on the nature of the problem, the coach may speak privately to the individual or to the parents. A swimmer may be asked to leave the pool and remain on deck for the duration of the practice (for safety reasons) or miss a practice or an upcoming meet. Infrequently, a swimmer may be asked to leave the Club. If an issue is not resolved by the coach to the satisfaction of all individuals involved, the issue may be referred to the next level of authority. The following steps will be taken by the coaches and addressed immediately:

- Coaches will issue a verbal warning of the unacceptable behaviour
- Swimmer will be asked to leave the practice for the day if the behaviour continues
- If behaviour continues after the first two points, an incident report will be written up and sent to the President of WEST for review
- Meeting will take place with President, coach and parent(s) of child to discuss next steps to be taken
- If need be, suspension will be issued

All Athletes should feel safe emotionally, mentally, and physically while attending practices and meets.

THE WINDSOR ESSEX SWIM TEAM 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.

-Parent Rules-

Parents must advise the Head Coach of WEST (7 days in advance) about a swimmer being enrolled in any additional activities related to swimming during the Windsor Essex Swim Team season (from day of Registration till end of the season in June/July). In case of enrolment in activities without advising the Head Coach of WEST, membership in WEST will be automatically cancelled without refund for all completed payments included family discounts, meet fees etc.

Demonstrate good sportsmanship by conducting in a manner that earns the respect of swimmers, parents, officials, and the coaches at meets and practices.

This includes making sure that swimmer is punctual at events.

To be respectful of others, their property, facilities, and accommodations.

During competitions, questions or concerns regarding decisions made by coaches or meet officials are made to the coaching staff after the session is complete and not during.

Do not interrupt or confront the coaching staff on the pool deck during practice or meets.

Do not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.

To use only respectful and non-threatening language (including gestures) in all communications.

To be careful not to violate the Criminal Code, the Human Rights Act and the Swim Canada harassment policy. Always maintain self-control.

RESPONSIBILITIES OF PARENT

Ensure children get to practice and meets on time and when practices conclude to ensure children leave facilities promptly

Communicate with coaches as the need arises

Ensure that children have proper equipment

Please drop your swimmer off at the dressing room door/facility entrance. Parents are not to be on the pool deck unless advised by a coach

Most important, supply swimmers with emotional support

-Please Note-

- There will be a Penalty for attending additional practices than agreed upon at registration. The Cost will be double the session for that practice. Attendance will be taken at each practice and Penalties will be enforced.

- If you would like the option of scheduled payments. Please pay 50% upon Registration, on January 15th and April 15th you have until the 15th to pay the remainder 25% of fees due. After the 15th, there will be a 10% weekly penalty. There will be a suspension after 30 days until the total amount is paid.

- Monthly Payments are available and families must fill out a WEST Credit Card Authorization Form. Late payments after 7 days of the due date will be billed with a 10% weekly penalty + 4.4% Convenience Fee

- There will be no make up practices for illness, injury, vacation, holidays, or closed facility due to competitions.

- Refund Policy- WEST does not offer Cash Refunds on Registration fees and will credit the remaining balance towards the next season(s).

- If a Covid Shutdown were to occur during the season, we will resume when allowed and continue with the remainder of the year.

AGREEMENT AND CONSENT FORM

As a parent and swimmer, I understand that a breach in the Code of Conduct can result in disciplinary measures and may include suspensions or expulsion from the team.

Swimmer's Name _____ (please print)

Swimmer's Signature _____

Parent/Guardian's Signature _____

Date ____/____/____

Day

Month

Year

WEST Authorization Form

1. As the parent / legal guardian of the swimmer listed above, I have read the **WEST Code of Conduct** and understand the Code as it applies to my swimmer.

date: _____ signature

2. As the parent / legal guardian of the swimmer listed above, I give permission for my child's image and name to be used at the WEST publications and promotions (website and etc.).

date: _____ signature

3. As the parent / legal guardian of the swimmer listed above, I have read Swim Ontario's policy with respect to the **Personal Information Protection & Electronic Documents Act~ (PIPEDA)**, the referenced link to the Swim Ontario website and give permission to WEST to enter required personal information on the Swim Canada database for the purposes as stated in Swim Ontario's policy.

date: _____ signature

FAMILY DOCTOR _____ PHONE _____

Is there any medical condition or information we should know about?

I authorize the chaperon, and/or coach(es) to take any action they deem necessary in an emergency.

I, the undersigned, do hereby release and agree to indemnify and save harmless the Windsor Essex Swim Team, and their officers, employees or agents, and every Board and Commission thereof, from all claims for loss, injury or damage, to persons and property while participating in or traveling to and from Swim Team activities, which I, or any person claiming through me or my behalf, may at any time have arising out of or connected with the operation of this activity.

SIGNATURE OF PARENT/GUARDIAN _____

DATE: _____ HEALTH CARD NUMBER: _____

HOW DID YOU FIND ABOUT WEST: _____

Any additional information about your Swimmer: