



1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club ("CKASC") Bylaws.

- **"Athlete(s)"** - Any individual registered in Programming offered by CKASC. Athletes can include Non-Competitive Members, Competitive Members and members of the general public enrolled in Programming.
- **"Parent Alert"** - Notification to an athlete's parent of a behavioural or disciplinary issue. A Parent Alert can be provided in person verbally, over the phone, or by email. The "Parent Alert" is a way of communicating to the parents the nature of the problem, and asking the athlete and family to decide and notify the coach how the behaviour or attitude will be addressed.
- **"Program Manager "** - An employee of CKASC that reports to the President and is responsible for the hiring and management of coaches and other contractors related to the Programming.
- **"Programming"** - Any camp, team, artistic swimming related activity, competitive or non-competitive event offered to athletes by CKASC.
- **"Parent"** - Means parent and/or guardian of the athlete.

2. Purpose

This document outlines the expectations of CKASC athletes and the associated disciplinary actions for athletes where they fail to adhere to the code of conduct.

3. Change History

This document is part of the Calgary Killarney Artistic Swim Club's policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors



1.1	December 9, 2019	Board	Definition of Parent expanded to include Guardian. Ambiguous use of the term "member" removed.
1.2	Oct 18, 2023	Board	Review and edits to reflect current practice and remove the redundant Section 8 - Grievance Committee.

4. Application of this Policy

This policy applies to any athlete registered in programming offered by CKASC.

5. Athlete Code of Conduct

In order to foster a positive, respectful and safe environment all athletes are expected to:

- Demonstrate a positive attitude towards the sport of artistic swimming. Be honest and forthright.
- Treat coaches, fellow athletes, fellow competitors, volunteers and chaperones with courtesy and respect. Respect the property of others, including CKASC and its rented facilities.
- Conduct themselves appropriately in all public places. Use respectful language and behaviour at all times. Settle disagreements in a fair and non-violent way.
- Not use mobile phones on deck or while travelling at competitions. Coaches and the program manager will set mobile phone guidelines to be followed by all athletes for each competition.
- Not use alcohol, cannabis, cigarettes or illegal/performance-enhancing drugs.
- Be in attendance at all practices. Any athlete who misses three (3) or more practices in a row will require the approval of the coaching staff to return to in-pattern swimming.
- Be in attendance at all competitions. In the event an athlete is unavailable to swim at a particular meet, a doctor's note with a medical bye is required by Alberta Artistic Swimming in order to compete at subsequent meets.
- Wear designated routine swimwear and arrive at the appropriate time designated by the coaching staff at all competitions.



- Be responsible for reporting to coaches any injury or collision that occurs during or after any programming.
- Travel together as a club to and from out of town meets (unless prior approval has been received from Executive and Coaching Staff to travel independently).
- Support each other by sitting together and cheering for all CKASC teams and routines. Attend the award presentations at all events as directed by the Coach or Program Manager.
- Serve as mentors and role models to younger athletes in CKASC if over 12 years of age.

6. Discipline

The following is a list of immediate consequences for unacceptable behaviour. All or some of these measures may be taken, and not necessarily in this order listed:

- Warning
- Time out
- Parent alerts
- Suspension until further investigation can take place

In addition, violation of the athlete code of conduct (ie. unacceptable behaviour) during practice and/or competitions may also result in the following consequences:

1. Athlete being removed from the pool and sent home at the parent's expense.
2. The athlete may not be allowed to return to practice until a meeting has been held between the athlete, coaching staff, and parents to resolve the issues to the coach's satisfaction.
3. The athlete and parent may be removed from team and club communication, pending the decision of the Board.
4. If unacceptable behaviour persists, the CKASC Board of Directors, at its discretion, may terminate an athlete's membership with CKASC. CKASC shall report the member to AAS as a member not in good standing as soon as the decision has been communicated to the family. The athlete will forfeit all club clothing, travel deposits, and monthly club fees already paid, as per the CKASC **Fees & Financial Commitment Policy**.
5. The coaching staff can refuse entry to competitions for any unacceptable behaviour.



6. Consumption and/or possession of alcoholic beverages, cannabis, illegal drugs, tobacco, performance-enhancing drugs, or inappropriate use of prescription drugs by an athlete during or in the process of travelling to or from any CKASC activity will result in the immediate suspension of the athlete from CKASC activities for a period of time as determined by the CKASC Board of Directors.

6.1. Implementation of Discipline Policy

When a coach notes a persistent problem or a problem is reported to a coach, the discipline policy will be implemented as follows:

1. One warning to the athlete with a description of the behaviour or attitude requiring adjustment, with suggested changes in behaviour or attitude. If this discussion is ineffective;
2. A second warning will be issued to the athlete; and if the coach wishes, the athlete will be asked to sit on the pool deck for a time out; or to complete an age appropriate work out. The athlete will be given direction that the third notification will lead to a "Parent Alert". If this is ineffective;
3. If the behaviour persists, a "Parent Alert" will be sent (described above) and further time out on the pool deck will be given. The athlete cannot re-enter swim practice until the "Parent Alert" is acknowledged by the parent(s) and a written behaviour plan is created and signed by the athlete, coach(es) and parent(s). This behaviour plan should include restorative actions to repair relationships and set the athlete up for success in the future.
4. If the behaviour persists, the athlete will be given a second "Parent Alert". The athlete will be asked to leave the training session and to notify the parent(s) that s/he has been removed from practice and that an early pick up is necessary. The athlete cannot return to competition or practices without a meeting occurring with the parents, athlete, coaching staff and/or program manager or CKASC president or vice president. The coaching staff, Program Manager, President or Vice President, parent(s) and/or athlete may at this point suggest remediation or disciplinary measures intended to stop the behaviour through agreement.
5. If the behaviour persists, the athlete will be indefinitely suspended from practice and the Board of Directors will be notified.
6. Serious disciplinary concerns, including but not limited to physical violence or sexual assault, will result in immediate suspension and notification of the Board of Directors, without the requirement of three warnings and two parent alerts described in points 1 through 5 above.



7. If the Board of Directors requires notification: The president or vice president will strike a Review Committee, consisting of three members of the Board of Directors, to review the situation and after representation from the athlete, family, the coaching staff, the program manager, and/or CKASC president or vice president, the committee will decide what action should be taken, or what consequence should be applied.

Coaches and/or the program manager will maintain a logbook intended to provide a record of discipline related events. For future interests of the Club, electronic records of all parent alerts, coach alerts and other conduct-related documentation will be kept by the program manager or designate.

7. Appeal Procedure

At any point in the implementation of the discipline policy, parents may arrange a meeting with the coaching staff to discuss the consequences of the athlete's actions. The arrangements and the meeting shall occur outside of training times. No interruptions will be allowed during training times or competitions. Parents who have an unresolved disagreement with the coach, review committee, or with anyone involved in the implementation of this policy regarding discipline of their athlete, can file an appeal as follows:

1. Notify the vice president in writing of the appeal within two weeks of the decision being provided to the family.
2. The vice president will arrange a meeting between the Appeal Panel, made up of two current or past members of the Board of Directors who were not members of the Review Committee, the coach, and the parent(s).
3. The Appeal Panel will review the situation and render a decision within two weeks.
4. The decision of the Appeal Panel will be reported to the Board of Directors and to the parents and, subject to the appeal right, shall be final.