

1. Definitions

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

- **“Programming”** - Any camp, team, or other artistic swimming related activity offered to swimmers by CKASC.
- **“Parents”** - Shall for the purpose of this and other CKASC policies refer to parents and/or guardians.

2. Purpose

To set out the expectations for parents of swimmers registered in CKASC Programming.

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	C Dilger for Board	Added definition for Good Standing. Some reorganizing of content. Clarification of terms (members, parents, guardians, swimmers)
1.2	April 6, 2022	C Dilger for Board	Removed duplication. Changed “Synchronized” to “Artistic”. Removed SAIT reference

4. Application of this Policy

This code applies to all Parents of swimmers registered in CKASC Programming or any class of Member who is of the age of majority.

5. Code of Conduct

CKASC is committed to ensuring that all swimmers have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on swimmers' experiences in the sport. The quality of our swimmers' experience is determined by their relationships with parents and the manner in which parents conduct themselves in the CKASC environment.

5.1 Behaviour

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behavior and communicate with their swimmer that they expect them to do the same.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to swimmers, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, swim meets, or the sport of Artistic swimming.
- Parents shall refrain from any behaviour or comments, which are profane, insulting, harassing, hostile, violent, sexist, racist, abusive, disrespectful or otherwise offensive.
- Parents will not interfere with practices or competitions.
- Parents shall ensure their swimmers attend all practices and competitions, and ensure coaches are informed when an athlete cannot attend due to illness.
- Parents shall ensure their swimmers have and wear proper swim wear and equipment and team clothing, as required and directed by the coaching staff.
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall avoid any conduct which brings CKASC or Artistic swimming into disrepute, including but not limited to, abusive use of alcohol or illicit and non-medical drugs.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of CKASC at all times.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.



- Inappropriate behaviour of parents may result in the swimmer being pulled from the pool.

5.1. Concerns or Complains about other parents

Parents who have concerns and/or complaints about other parents shall approach the situation in the following manner:

- A. Before going to the Board of Directors, concerns and/or complaints must be discussed between the affected parties first.
- B. If the situation is not resolved, the parent is to submit her/his concern and/or complaint in writing to the Board of Directors.
- C. The Board of Directors will review the written submission and determine the best course of action.

5.2. Parents engaging with the coaches

- Parents shall understand the coaches are responsible for the swimmers while in the pool and also during on-deck development of the athlete.
- Parents are encouraged to discuss progress and concerns with their child's coach. If they wish to meet with the coach, these discussions are to take place before or after scheduled practices, at a time agreed to by the parent and coach.
- Parents will utilize good communication skills with the coaching staff of CKASC. Parents will approach coaches constructively when communicating.
- Parents will not contact the coaching staff until teams are decided for the year, unless there is a medical emergency.
- Parents shall respect the decisions of the coaching staff in regard to team selection and all other CKASC matters.

5.3 Participation

- Annual General Meetings and Spring General Meetings are each held once annually. At least one parent per swimmer's family are strongly encouraged to attend each meeting.
- There will be an AGM held at the beginning of the season and a Spring General Meeting held each spring. All parents are strongly encouraged to attend these meetings to keep informed of the various activities within CKASC.

- CKASC, with the exception of coaches, is staffed, organized and run by parent volunteers. Parents are required to volunteer their services as needed during a variety of CKASC activities to help in the operation of CKASC. Some examples are: competitions, chaperoning, fundraising, and club events.

5.4 Parent Viewing Guidelines

5.4.1 Practices:

- Parents are NOT allowed on deck as it congests the deck space and distracts the swimmers. Parents can only watch their swimmer during practice in the observation areas provided by the facility or on scheduled times provided by the Coaching Staff at the beginning of the season. Viewing is open during most practices from the upstairs viewing galleries at most pools. Parents will be informed if there are exceptions being made for Learn to Synchro parents in the event there are no viewing galleries.

5.4.2 Meets and Events:

- Parents are NOT allowed on the pool decks at any time during any Meet or Event. The only people allowed to be on a pool deck during a Meet or Event are volunteers who are on shift, coaches and athletes. Alberta Artistic Swimming and similar governing bodies take this very seriously and they have the authority to fine clubs who breach this rule. Any fines assessed to CKASC will be passed on to offending parents for payment.

6. What it means to be in Good Standing

6.1 Behaviour

Parents who are in violation of any part of the Parent Code of Conduct will be approached by a member of the Board of Directors to discuss inappropriate behavior. Failure to rectify the violation following the meeting with the member of the Board of Directors will result in a sanction or expulsion being applied to the member following a vote by the Board of Directors.

6.2 Forms

There are a number of forms and documents that need to be completed and signed to allow the swimmer to enter the water. Completion of these forms is required by Sept 1 of the current season for the swimmer to be allowed to enter the water.

- The Consent & Acknowledgement Form
- Concussion Form - from Canadian Artistic Swimming



- PIPA Form - from Alberta Artistic Swimming
- Participant Agreement Form - from Alberta Artistic Swimming
- Respect in Sport
- Concussion Information Package - from Canadian Artistic Swimming

Other forms and documents may be added as required during the course of the season as determined necessary by the Board or Artistic Swimming governing bodies.

6.3 Obligations

In addition to following the Code of Conduct and completing the forms which may be required by the Club, the following additional requirements must be met by members to be in good standing:

- All Fees & Financial Commitments as defined in the CKASC Fees & Financial Commitments Policy
- All Volunteer Commitments as defined in the CKASC Fundraising & Volunteer Commitments Policy

If any member is in arrears for fees or assessments for any year, has failed to perform such other obligations as may be assessed by the Board, or has acted contrary to the by-laws, policies or rules of the Club, written notice requesting compliance shall be sent to the member. If the member does not comply as required by the policies of the Club in effect at the time, such member may be expelled from the Club.

Such expelled members shall be entitled to no membership privileges or powers in the Club. An expelled member may, upon compliance with the written notice, apply to the Board for re-admission to the Club.