

SCOTTSDALE AQUATIC CLUB
BEHAVIOR/CONDUCT POLICY
EXPECTATIONS AND PLEDGE

Section 1: Purpose

The purpose of this policy:

- (a) To facilitate a club environment that is supportive of coaches, swimmers, and families
- (b) To outline behavioral expectation from coaches of Scottsdale Aquatic Club, to inform coaches of prohibited acts and inappropriate conduct
- (c) To provide coaches with support for issues of disciplinary action regarding swimmers and/or families by providing a clear and consistent method for dealing with behavioral issues relating to coaches, swimmers, and/or families.
- (d) To provide coaches with and inform them of a complaint procedure that will allow the club: (1) to promptly and thoroughly investigate alleged acts of inappropriate conduct or behavior; (2) to take any appropriate disciplinary action, based on the investigation; and (3) to engage in preventative or corrective measures.

Section 2: Scottsdale Aquatic Club Behavioral Expectations

The Board of Directors of the Scottsdale Aquatic Club strives to create an environment that facilitates the optimum development of each child as a swimmer and as a person. Such environment will support coaches in this effort as well as define lines of accountability for coaches, swimmers, and families. In order to create this environment, the following behaviors are expected of all within the community:

- a) RESPECT: Each member of the SAC community deserves respect: coaches, swimmers, and parents.
- b) RESPECT: SAC utilizes city of Scottsdale facilities and as such all grounds and facilities are to be taken care of, including but not limited to picking up trash and appropriate locker room behavior. Respecting the facility of another club is likewise expected as SAC participates in meets away from our home pool.
- c) PROMPTNESS: Coaches and swimmers will arrive on deck on time and with all necessary gear.
- d) TEAMWORK: All coaches, swimmers, and parents will support each other through words and actions. During meets and other travel, coaches and swimmers will dress appropriately and show team spirit.
- e) SPORTSMANSHIP: All swimmers, parents, and coaches will demonstrate good sportsmanship during meets and practices whether winning or losing.
- f) Coaches will understand stages of child development and interact with each age group accordingly.

Section 3: Definition of Inappropriate and/or Unacceptable Behavior

This section of the policy reflects Scottsdale Aquatic Clubs commitment to the establishment of a mutually beneficial environment for coaches, swimmers, and families along with the City of Scottsdale's values statement, particularly that of "Respect the Individual." While none of the behaviors listed below are unlawful, they are considered inappropriate for optimal club functioning and swimmer development. Inappropriate behavior includes, but is not limited to, the following conduct:

- (1) Gossiping about, using profanity toward, demeaning or defaming another person, or otherwise acting in a manner that could negatively impact the self-esteem of coach, swimmer, or parent. All communication will be open even if private. For example, disciplinary actions and conversations between coaches and swimmers will include a third party. Statements such as "don't tell your parents" will not be permitted.
- (2) Engaging in negative humor or bantering that may intimidate, offend, or demean another person.
- (3) Using profanity on deck.
- (4) Swimmers will not use any substances identified as banned by USA Swimming. The use of tobacco, alcohol, or illegal drug is likewise prohibited for all swimmers. Parents and coaches may not use these substances while acting in an official capacity for the club, ie chaperone or driver.
- (5) Use of SAC club roster and/or other sensitive information to promote an individuals business or other interests.

Section 4: Compliant and Conflict resolution procedures

If a conflict arises between individuals, the first step to resolving the conflict is for the individual to take the concern directly to the other person, whether a coach and a swimmer, a coach and a parent, or a swimmer and a swimmer. Respectfully discuss the concern and attempt to resolve.

If this does not resolve the conflict, present the conflict to the next level of club management, ie head age group coach, head coach, and then the Board of Directors.

If disciplinary action is necessary the following step will be initiated:

Step 1:

- ❖ Identify the problem or infraction by determining the effect of the behavior.

Infractions may be in regard to the safety of swimmers and/or staff, the preservation of property, or be in regard to behavioral issues (i.e.: failure to follow program or facility rules, disruptive behavior, and other contrary to the stated behavioral expectations.) *Document the incident*

❖ Educate and attempt to change the behavior

Emphasis will be placed on educating the individual by informing all persons involved of the rules and behavior expectations related to the situation, as well as expectations for changing the behavior.

1. Verbally remind the individual of the code of conduct and request compliance. *Document the encounter.*
2. If the behavior continues, behavioral counseling will occur with verbal agreement regarding expected behavioral changes. *Document the encounter.*

If behavioral infractions jeopardizes the safety of swimmers, an immediate and temporary suspension may occur. (coaches will be responsible for this decision for swimmer infractions, and the BOD for coach infractions)

Coaches will have a third party present in the event a disciplinary meeting is required. Any anticipated meeting with a swimmer(s) to resolve a conflict should also warrant a third party being present. Another coach may act as a third party for an initial encounter to point out expected behaviors. Formal behavioral counseling should involve the parent (s) of the swimmer. All coach/swimmer interactions will be in an open environment and/or with a third party present. *Document incident and educational counseling.*

Step 2:

All attempts will have been made to educate the individual(s) and request for their compliance. However, interventions may take place when the repeated negative behavior is disruptive and is impacting the safety and positive experiences of swimmers or coaches. The following action(s) will be taken:

- A. The person committing the infraction will be suspended from club participation.
- B. A meeting with all involved parties will take place. For coaches, this will include their direct supervisor, the Head Coach, and the Board of Directors. For swimmers, this will include the swimmer, their parent(s), their coach, and the Head Coach, and if deemed necessary a member of the Board of Directors. For the Head Coach, this will include the Board of Directors.
- C. A behavioral contract will be used to identify the violations or behavioral problems, as well as the required changes in the individual(s) behaviors. This will include a timeline and agreed upon terms of re-instatement for club participation.

Step 3:

If behavioral concerns continue and/or reoccur following suspension and reinstatement, the following steps will occur:

1. A meeting will occur between all involved parties. The Board of Directors will participate in any such meetings.
2. The disciplinary actions taken will be reviewed agreed upon by all members present.
3. The individual will be terminated for participation at Scottsdale Aquatic Club .

Signed _____ Date _____

ANTI-DISCRIMINATION AND NON-HARASSMENT POLICY

This part of the Scottsdale Aquatic Club Code of Conduct Policy is taken from the city of Scottsdale's Anti-discrimination and Non-harassment Policy and is intended to comply with federal statutes prohibiting discrimination in employment, as interpreted by federal courts, and to inform employees of legally enforceable rights and requirements.

Title VII of the Civil Rights Act of 1964, as amended, and other state and federal laws prohibit discrimination in employment because of race, color, religion, sex (including gender and sexual harassment), age, national origin, and/or disability. All employees are responsible for ensuring that the workplace is free from conduct or activities that constitute or contribute to such discrimination or harassment.

Discrimination means any act or acts by a city employee or employees, which negatively affects the terms and conditions of employment of another employee, when motivated by the affected employee's membership in a protected class. *Protected classes* are groups that lawmakers specifically protect from discrimination. Protected classes include anyone who is discriminated against because of their race, color, religion, sex (including gender and sexual harassment), age, national origin or disability. Discrimination may occur in work assignments, working conditions, job classification, disciplinary actions, promotions, salaries, performance reviews, interpretation or application of city rules. Discrimination does not include employment or workplace concerns that do not involve conduct prohibited by Title VII and state and federal laws.

Prohibited conduct includes, but is not limited to the following, because it either constitutes harassment or contributes to it:

- 1) Verbal or physical conduct that threatens or insinuates, either explicitly or implicitly, that the employee or swimmer's submission to or rejection of sexual advances will in any way influence any decision, evaluation, duties, or any other condition regarding the employee or swimmer's participation.
- 2) Unwelcome sexual advances, gestures, touches, asking for a date after repeated rejections, or requests for sexual favors.
- 3) Offering benefits in exchange for sexual favors, retaliating, or threatening retaliation after having sexual advances rejected.
- 4) Unwelcome comments, remarks, or threats, including but not limited to comments about an individual's body, personal or private life, use of sexual words to describe an individual, offensive jokes, comments or compliments of a sexually suggestive nature, innuendoes, inappropriate terms of endearment such as "doll," "honey," "babe," "hunk," etc.
- 5) Insulting, demeaning, derogatory remarks, communications and materials, including but not limited to posters, cartoons, magazines, directed at a member of a protected class, or relating to a person's status as a member of a protected class.
- 6) Comments about ethnic, racial or religious stereotypes.

- 7) Inappropriate body language, touching or verbal responses, including shoulder massaging, hugging, winking, throwing kisses, leering, or blocking exits.
- 8) Display of sexually suggestive objects, books, magazines, photos, pictures or cartoons.
- 9) Any act of harassment that may be construed as inappropriate to a reasonable person.
- 10) In addition, the city has a no tolerance policy regarding pornography in the workplace. This includes accessing sexually explicit Internet x-rated sites, sexually oriented discs, or display of sexually suggestive objects, books, magazines, photos, pictures or cartoons. An employee who accesses or depicts any sexually explicit item, or material in the workplace at any time will be separated from employment (See also AR 127 and AR 165).

The legal standard used to determine if the conduct is inappropriate or objectionable is whether a reasonable person, as a member of the protected class, would view it in that way. For example, whether a comment of a sexual nature is offensive to a woman would be determined from the perspective of a reasonable woman (i.e., would the comment be offensive to a reasonable woman). The same standard applies to acts directed at members of any protective class.

Retaliation against employees or swimmers for reporting acts believed to constitute unlawful discrimination, as described in Part I, above, or for assisting the city in the investigation of a complaint of unlawful discrimination, is against the law and will not be permitted. Retaliation includes, but is not limited to, unlawful discrimination or harassment as set forth above, refusing to recommend an employee or swimmer for an opportunity for which he or she qualifies, spreading rumors about the employee or swimmer, encouraging hostility from others, or any other negative, tangible action done intentionally.

Violations of this section may result in disciplinary action, up to and including dismissal. Violations of these policies may also result in potential legal liability to the employee who has engaged in the prohibited acts.