

Telford YMCA Richmond KY

CODE OF CONDUCT

We are committed to providing a safe welcoming environment for all members and guests. To promote safety and comfort to all, we ask all individuals to act appropriately at all times when they are in the facility or participating in programs. We expect persons using the Y to behave in a mature and responsible way and respect the rights and dignity of others. **Our Code of Conduct does not permit language or action that can hurt or frighten other people or that falls below a generally accepted standard of conduct.**

Specifically, this includes but is not limited to:

- Inappropriate attire: Appropriate attire must be worn at all times for all activities. Offensive wording on shirts or accessories falls under this area.
- Angry or vulgar language including swearing, name calling or shouting.
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual contact or activity.
- No one having been on any sexual offender list at any time may be a member of the Y, participate in programs, be on the property, or enter the facility.
- Harassment or intimidation by words, gestures, body language, or any other behavior.
- Theft or behavior which results in the destruction of property.
- Carrying or concealing weapons or devices/objects which may be used as weapons.
- Using or possessing illegal chemicals or alcohol in or on Y property or Y sponsored programs.
- Any other conduct of an inappropriate, threatening, or offensive nature.
- Loitering is not permitted in or outside the Y.
- The Y is a tobacco free environment.
- The Y does not allow any sort of solicitation.

If a member or guest feels uncomfortable or threatened, he or she should report to a staff person. Violation of any of these will be presented to the board and staff for review and may result in the termination or suspension of membership without refund or credit.

TYP Swimmers Code of Conduct

- To remember that at practice, during swim meets and in public they are representing the YMCA Telford Piranhas.. They should represent the YMCA with excellence, team spirit, good sportsmanship, and politeness.
- To think and act positive at all times
- To follow the directions of any member of the coaching staff and any person who is a chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete.
- To avoid spreading rumor or gossip that could be detrimental to the fellow teammates.
- To try their best in practice and competition
- To follow all practice guidelines
- To use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
- There shall be no drinking of alcohol or use of tobacco products or vaping or illegal drugs or any substances banned by US Swimming or FINA.
- To be on time for practice and competition
- To remain until the conclusion of practice
- To notify the coach in advance if they are planning to leave practice or swim meets early.
- To wear designated team apparel at all competitions. (This includes but is not limited to team swim cap, t-shirts, etc...)
- To report any sign of illness or injury to a coach or Y staff member immediately.
- To follow the attendance policy set forth by the coaching staff.
- Disruption of practice by an athlete will be grounds for removal. Continual cheating in a practice will be considered a disruption of practice.

Consequences for not adhering to the Conduct Expected of All Swimmers may include but are not limited to one or more of the following:

- **Warning**
- **Conference with Coach**
- **Loss of practice time**
- **Loss of swim event**
- **Parent call/meeting with Coach and Swim Board Member(s) and/or Aquatics Director**
- **Removal of swimmer from team Behavior Policy**

Violations

Level 1: Arguing, swearing, refusing to listen, being inappropriate, personal space issues. First incident occurs:

- **Immediate consequence: time out, removal from activity or loss of privileges, followed by debrief with coach (and are board member if necessary) and**

Second incident occurs:

- **Immediate consequence: time out, removal from activity or loss of privileges, followed by debrief.**
- **Meeting with Coach, Swimmer, Parent and Board Member. Brainstorm possible solutions to fix identified problem behavior.**

Third incident occurs:

- **Immediate consequences: time out, removal from activity or loss of privileges, followed by debrief.**
- **Meet with Coach, parent, swimmer, and board member to discuss removal from the swim team.**

Level 2: Violence (i.e. hurting others, self or property); stealing or threatening violence (bullying). First incident occurs:

- **Meeting with Coach, Board member, parent and swimmer.**
- **Consequence and behavior contract or removal from swim team dependent on severity of the incident.**

There will be no fee adjustment or refunds for removal from swimmer for behavior reasons. Incident Reports.

All violations of TYP Code of Conduct that are brought to the Head Coach, any Assistant Coach or any member of the TYP PAC must be documented in an Incident Report. All Incident Reports will be kept on file with the PAC Secretary.

TYP

Parents / Guardian Code of Conduct

1. Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers, coaches, officials, and spectators at every meet, practice, or other sporting event.
2. Do not engage in any kind of unsportsmanlike conduct with any official, coach, swimmer, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
3. Respect the officials and their authority during meets and will never question, discuss, or confront coaches on the pool deck, and will take time to speak with coaches at an agreed upon time and place.
4. Respect coaches and their authority during practice. Never question, discuss or confront coaches during practice time. Take time to speak with coaches at an agreed upon time and place.
5. Refrain from coaching my child or other swimmers during meets and practices, unless I am one of the official coaches of the team.
6. Only be on deck at a swim meet if you are a timer, meet marshal, or official. Do not approach the coaches or swimmers on deck.
7. Respect the Swimmer/Coach relationship and allow your child to be their own advocate for any issues they may have.
8. Do not text, email, or phone coaches during a swim meet unless it is to inform them of tardiness or scratches.
9. Do not engage in any negative discussions on the pool deck during practice or meets that are detrimental to the swim team.
10. Coaches are happy to meet for questions or concerns. They can be contacted by appointment and are happy to respond to email in a timely manner usually within 24 hours.

If you fail to abide by the aforementioned rules and guidelines, you may be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, or YMCA
- No longer observe during practice sessions.
- May be asked to leave and your child leave practice as well.
- Your child may be removed from the team for your parental behavior.

Incident Reports. All violations of TYP Code of Conduct that are brought to the Head Coach, any Assistant Coach or any member of the TYP PAC must be documented in an Incident Report. All Incident Reports will be kept on file with the PAC Secretary.

Telford YMCA Swim Team Bullying Policy

CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Telford YMCA Swim Board, Coaches, and swimmers believe bullying is inexcusable, and we have a firm policy against bullying. Each swimmer is expected to treat all other swimmers with respect, and to help each other achieve the best possible swim experience. Our leadership addresses all incidents of bullying and take allegations of bullying seriously. The leadership work together as a team to ensure that all swimmers gain self-confidence in their swim abilities, competition skills, and provide a safe environment for swimmers to grow and develop within. **Therefore bullying will not be tolerated.**

In the event a swimmer is caught bullying, one or more consequences listed below will be used.

Consequences may include but are not limited to one or more of the following:

- **Warning**
- **Conference with Coach**
- **Loss of practice time**
- **Loss of swim event**
- **Parent call/meeting with Coach and Swim Board Member(s) and/or Aquatic Director**
- **Removal of swimmer from team**

Please note: Any action listed above can be used in any order depending on the severity of the bullying incident.

REPORTING PROCEDURE

An athlete who feels that he or she has 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.
7. Once bullying has been observed or reported, an incident report must be filled out immediately and all parties involved will not participate in team activities until facts are gathered from all involved and a plan is implemented to prevent future bullying. This is not a punishment, it is for the safety of the team.

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 children 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 cyber bullying. 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 child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child 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 child 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 child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. 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 bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child 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 swimmers who bully does not reduce bullying behavior. Swimmers 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. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied 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 don't know how. Fortunately, there are a few simple, safe ways that athletes 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.
6. **Bullying Incident Reports.** All incidents of bullying or accusations of bullying that are brought to the Head Coach, any Assistant Coach or any member of the TYP PAC must be documented in a Bullying Incident Report. Because the CDC defines bullying as "highly likely to be repeated", all Bullying Incident Reports will be kept on file with the PAC Secretary. All incident reports will remain on file for seven years from the date in which it is written.
7. **Confidentiality.** All incident reports will remain confidential and only available to review by the TYP PAC to the extent allowable by law. A locking file will remain in the possession of the TYP PAC Secretary where these incident reports will be held on file. If an incident occurs that creates a possible conflict of interest with the TYP PAC Secretary, the PAC will determine who will be in possession of those documents and for what amount of time until it will be returned to the possession of the TYP Secretary.