



Kiwi West Aquatics Inc.

Policy # 12 **Breaching the Standards of Conduct**

Rationale

The Club has developed Standards of Conduct which all Club Members, i.e. swimmers, officials and family members, are expected to abide by whether at the pool training, at a local or national carnival, or on an international tour. This policy is designed to establish the guidelines of how a breach of these standards is to be managed.

Purpose

This policy is intended to cover incidents of misconduct and/or issues of unacceptable behavior and to ensure the right environment exists which is conducive to club members gaining the most from training and competition. In the end however, it is up to the Team Manager in charge of the particular meet to decide which course of action will be followed in the event that a behavioural issue arises.

Guidelines

The Team Manager in charge of the particular meet/tour/trip is responsible for deciding the course of action to be taken. Policy 1.3 *Standards of Conduct* defines misconduct.

If in the opinion of the Team Manager, there is a breach of the Standards/Code of Conduct, the following actions should be followed:

1. At the time of the first incident, the swimmer should be advised that their actions/behavior is not appropriate, and advised of what is regarded as acceptable behavior. At this stage the swimmer should be advised that this is an **informal** warning, and that should it be necessary for the Team Manager to speak with them again about their behaviour, they may be issued with a formal warning.

The Team Manager should keep a diary note of the event, detailing the date and time, what the behaviour was. The Team Manager should have another person present as their witness when the swimmer is being spoken to especially if a male Team Manager is speaking with a female swimmer, and the swimmer should be advised that they can also have someone (a support person) present at the meeting.

2. If the swimmer continues to act in the same way, repeats the breach that they have already been spoken to about, or does something different that is regarded as a breach of the Standards/Code of Conduct, the Team Manager should speak with the swimmer again, and this time they are to be advised that they are being **formally** warned that their behaviour is not acceptable. Again the Team Manager should have another person

present as their witness, and the swimmer should be advised that they can also have someone (a support person) present at the meeting.

The swimmer should be advised that if they commit another breach against the Standards/Code of Conduct, the expected outcome may be their removal from the swim team environment. Once again the Team Manager is to keep a comprehensive diary record of the meeting.

The Team Manager **must** make contact with the swimmer's parents/caregivers and advise them of the situation. If the parents/caregivers wish to speak with their child the Team Manager will make arrangements for this to happen.

3. If the swimmer continues to act in the same way, repeats the breach that they have already been spoken to about, or does something different that is regarded as a breach of the Standards/Code of Conduct, then the Team Manager must immediately contact the swimmer's parents/caregivers to discuss an appropriate course of action. Once this has been agreed, the Team Manager should meet with the swimmer to establish if there are any mitigating circumstances and if there are none to advise them what the course of action is. Again the Team Manager should have another person present as their witness, and the swimmer should be advised that they can also have someone (a support person) present at the meeting. The Team Manager must maintain a comprehensive diary record of any conversations with parents/caregivers and swimmers that have taken place.
4. It is also important that the Team Manager keeps the Club President informed of developments in this regard, as it may be appropriate for the Club President to visit the family of a swimmer especially if the swimmers are away at the national meet.

It is recognised that the procedures above will not suit every incident. What is described above may be suitable in the situation where there is a group of swimmers away at a meet for several days and there is time for this process to be followed. It may not however, be appropriate if the team is away at a day or two-day carnival, or the incident that occurred is deemed serious that some definitive action is taken.

If the behaviour of a swimmer(s) is regarded as **offensive or abusive**, the Team Manager has the discretion to shorten the process described above and deal with the matter in an appropriate way, ensuring that the swimmer(s) parents/caregivers are informed of what is happening.

It is up to the Team Manager to decide the appropriate action that is to be taken, and s/he is should seek guidance and support from other Team Managers, the Club President or other parents/caregivers if appropriate.

Conclusion

The behaviour of swimmers while representing the Club should be of a high standard. Team Managers must have the authority to take action where in their opinion there has been a

breach of the Club's Standards/Code of Conduct, just as swimmers must know that there will be consequences of continued breaches of the Standards/Code of Conduct.

These procedures will not be suitable to deal with every situation that arises, and where they do not fit, the Team Manager must use his/her judgment and take action that is fair and appropriate for the situation.