



SADBURY LAURENTIAN SWIM CLUB

MEMBERS HANDBOOK

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Welcome to the Sudbury Laurentian Swim Club. As the Head Coach of SLSC, I feel a little pressure each day to try and keep the integrity of the program that Dr Tihanyi had created while building LUSC/SLSC into the powerhouse it became in the early '80s. SLSC has seen drastic changes over the last 2 and half seasons with the continued closure of the Laurentian University pool. With support from the City of Greater Sudbury we have found new 'home pools' and are finding a new path forward. With the return of a more normal swim season ahead, we look forward to getting back to a healthy and fiscally sustainable level, and regaining our ability to produce top Provincial and National level swimmers.

Each day when I walk on the pool deck, I am greeted by one of the best swim groups I could ask to coach. I am very proud of them. I think I am fairly demanding, but my goal is for them to demand more of themselves. It serves no purpose if I want them to be better swimmers more than they want to be the BEST swimmers. My philosophy in trying to get our athletes to be their best is simple: encourage the swimmers to take responsibility for their own swimming. It is theirs to discover, I am just the hired help.

SLSC has some of the best swimmers in the province in certain disciplines and ages. Our younger swimmers are being coached well and learning the basic skills they will need to be GREAT senior swimmers. The club is on the rise -thanks for being part of it!

Head Coach Dean Henze

1 INTRODUCTION

Mission Statement

The mission of the Sudbury Laurentian Swim Club is to provide opportunities for every individual to reach their maximum potential in competitive swimming through a positive experience in the sport. To this end, SLSC:

1. Provides optimum instruction, training and competition for each swimmer;
2. Instills an appreciation of commitment, dedication and discipline in the pursuit of personal goals;
3. Encourages a high degree of sportsmanship and team spirit;
4. Provides opportunities for positive social interaction and emotional growth.

Club Affiliation

The Sudbury Laurentian Swim Club is a non-profit minor sport organization. SLSC is designated "competitive swimming" and is recognized by the Greater City of Sudbury. The Club is a member of the Northeastern Ontario Swimming Association (NEOR), which is the "Northeastern Region" of Swim Ontario.

Swim Ontario, in turn, is a provincial body of Swimming/Natation Canada. SNC, along with the national bodies for diving, water polo and synchronized swimming, is affiliated with the Aquatic Federation of Canada (AFC). The body that regulates and controls competitions in the four aquatic sports at the world level is World Aquatics, formerly known as FINA (Federation Internationale de Natation Amateur).

Club Structure

The Club's programs are directed by the Head Coach through the professional coaching staff. Administration, policy and operational activities supporting the programs are planned and executed under the direction of a volunteer Board of Directors and through working committees. The ongoing success of the Club depends on the teamwork, dedication and supporting efforts of all involved.

Club Office

The Club address is:
Sudbury Laurentian Swim Club
c/o Laurentian University
935 Ramsey Lake Road
Sudbury, ON P3E 2C6
swimclub@laurentian.ca
www.sudburyswimming.ca

This Handbook

This booklet is published annually in the fall. Changes to Club policies will be communicated to the Membership as they occur. Your input and suggestions are both welcome and necessary. Please direct your comments to any Board Member.

2. CLUB ORGANIZATION

A key element in the continuing success of the Sudbury Laurentian Swim Club is a high level of participation by our members. This section describes the organization of the Club and the many activities that are needed to support the Club's goals are outlined, including the scope, time and approximate level of commitment each involves.

As a member of the Sudbury Laurentian Swim Club, you can "share the dream" with our swimmers through your commitment and effort as a volunteer in the Club's many activities. Knowing that you have contributed to giving your young athlete every opportunity possible, makes those moments of shared pride and excitement all the more poignant.

One of the key aspects of soliciting volunteer commitment is communication. As a prospective volunteer in any endeavor, you are entitled to know not only what jobs need to be done, but the time, effort and scope of each. Also, you must be assured that your efforts are part of a general willingness by all to contribute to the welfare of the Club.

With this information, each Club member can better appreciate the broad base of participation required to provide the support our athletes need if they are to have every opportunity to succeed. **To help ensure the continued success of our club, consider serving on at least one committee.**

Shared tasks are not only more enjoyable, but they also help us to get to know each other better and to provide our own opportunities for social and personal growth. The organization of the Club as described by the Board positions and committees should not be taken as cast in concrete - any organization must be dynamic if it is to capitalize on the strengths of its individual members.

Executive Board

The Board usually meets monthly during the year and all Board meetings are open to Club members, except for in-camera discussions. Anyone wishing to make a presentation to the

Board or wishing to have a specific item placed on the agenda for a Board meeting is advised to call the Club Secretary in advance.

2023-2024 Executive Board

President: Marie-Léa Bray

Vice President: Albrecht Schulte-Hostedde

Treasurer: TBD

Secretary: Christie Laprairie

Members at Large: Julie Ferguson, Andrea Ford, Krissy DeMarco, Elsa Lindfield

President

Directs the overall policies and affairs of the Club, subject to the direction of the executive board; represents the Club to the City of Sudbury, the Northeastern Ontario Swimming Association and Swim Ontario; represents the Club to the local media and the business community in matters of sponsorship and public affairs.

Vice President

In the absence of the President, the Vice President shall assume the duties and obligations of the President.

Secretary

Maintains the seal of the Corporation, the official minute's book and all records, correspondence and documents of the Corporation.

Treasurer

Develops, implements and controls all required budgets, accounting procedures and financial reports in accordance with the law, generally accepted accounting principles and good business management practices.

Members at Large

Responsible for coordinating all working committees and any other tasks delegated or needed by the Executive Board.

Working Committees

The second level of the board consists of various committees who plan, organize and direct the activities of the Club. This is done primarily by recruiting volunteers from the general

membership and organizing them into working committees to address the various activities that support the Club's goals. The committee chairpersons report on a regular basis to their respective executive board members.

Meet Manager / Assistant Meet Manager

There may be one or two positions. Where there are two, it is intended that one be a more senior, experienced position, with the other being an entry level meet manager position. The Meet Manager organizes and runs meets within the guidelines established by Swim Ontario. The meets are planned and scheduled together with the Head Coach to meet the Club's competitive swimming objectives.

Officials Chairperson

Organizes and conducts training sessions as per Swim Ontario (Ontario Officials Committee) guidelines; solicits member participation in officiating positions; plans and provides for adequate officials' coverage at all home meets; represents the Club to the Officials Committee of the Northeastern Ontario Swimming Association.

Home Meet Canteen & Hospitality

Organize the food canteen for the home swim meets. Arrange breakfasts, lunches and suppers for officials and coaches at every home swim meet.

Communication and Marketing

Coordinates and solicits advertising and sponsorship for meet programs.

Fundraising

Planning and running activities aimed at bringing money into the organization, this will help keep registration fees as low as possible.

Swim a Thon

Ensures that the Club's annual Swim-A thon fundraising activities operate to its maximum revenue-generating potential by designing, communicating and directing motivational and incentive programs; ensures that Swim-A-Thon fulfills Swim Ontario's requirements.

Social

Coordinate various social activities for both swimmers and parents.

Equipment Coordinator

Obtain, advertise, sell and distribute all clothing items, suits and accessories. With input from coaching staff; select clothing, suit design and colour scheme.

3. CLUB POLICIES AND PROCEDURES

Membership

Refer to the registration package for the current season for actual dollar amounts. Fees are established by the Executive Board prior to registration in September.

Club accounts

A Club account is established for each family to track meet entry fees, travel expenses, and other charges. A member's account must be in good standing from the previous season before registration will be accepted for the current season. No returning swimmer can participate in Club activities until registered. SLSC subscribes to Team Unify. Each member shall have access to this powerful tool to monitor payments, swim schedules and swim meets.

If accounts are not kept current, swimmers may be suspended until the account is paid in full. If financial arrangements are necessary, arrangements must be made through the Executive Board.

Free Trial

A free trial shall not exceed two weeks of continuous training sessions. No fee will be charged for this.

Swim Ontario Fees

The Swim Ontario registration fee is payable in full at the time of registration and is non-refundable and includes the mandatory Swim Ontario insurance coverage.

Training Fee

These fees are the club fees which cover the pool fees, lane fees and coaching salaries associated with the day-to-day training of our swimmers.

Refunds

Any swimmer deciding to resign from the club must email the Club Treasurer. Members resigning prior to the end of the season will be refunded any remaining payments. If the

swimmer has paid the fees in full, they will receive a prorated refund for the time remaining in the season based on the first of the month for the coming months (if they stop on January 15 the refund will be based on February 1). An administration fee of \$100.00 will be deducted from any refund.

Refunds for Medical Leave

Refunds will be granted at the discretion of the Board upon written application to the Club office, accompanied by a letter from a medical doctor, describing the nature of the illness. Such applications will be considered where the swimmer is unable to train for a minimum of 1 month due to medical reasons. A refund granted under this policy will not be assessed on administration fee. The refund will apply to the training fee only.

Fee Reductions

There will be no reduction in fees for a swimmer desiring a leave of absence from training, except for validated medical reasons as described above.

Payment of Fees

Swim Ontario fee is payable at time of registration. SLSC training fees can be paid in one lump sum OR over 8 equal payments due: September 1, October 1, November 1, December 1, January 2, February 1, and March 1. New members starting during the swim season will pay a prorated training fee.

Meet Fees and Coaches Fees

Meet fees are entry fees charged to participate in various competitions throughout the year. Each host club charges fees per individual event and relay or a flat fee (regardless of the number of events). When a swimmer is entered in a meet the fees plus a coach fee is charged to the family account.

\$12 Top Fish	\$50 Regional Champs/Invitational
\$50 out of town/ NEOR meet	\$75 Festival/Provincial/National/Out of Province

Clubs hosting meets do not give refunds for swimmers who scratch from events, the swimmer will be responsible for meet fees regardless of attendance for participation at the subscribed meet.

Work Requirements/ Fundraising

The Club requires that additional funds be generated over and above the Training Fee. Please refer to the Parent Information handout for Swim Meets and Officials Requirements.

Membership Participation

The Sudbury Laurentian Swim Club recognizes that participation from all members is a vital and necessary component of the Club's activities.

Individuals participating in activities of the Sudbury Laurentian Swim Club shall have the following responsibilities:

1. To be sincere in the offer of service.
2. To maintain the integrity and public image of the Club.
3. To promote a positive working relationship between the Club and the City of Greater Sudbury, Laurentian University, the press, sponsors, suppliers, governing sports bodies and other competitive swim clubs.
4. To complete accepted assignments reliably and on time.
5. To accept the guidance and decisions of those who supervise assignments.
6. To work within the definition and scope of assignments or committees.
7. To participate in orientation, training and meets and to continue to learn on the job.
8. To understand the coaches' roles and promote a positive working relationship with them.

Club Uniform

The SLSC Club colours are Blue and Gold. The Board will approve items of clothing for the Club uniform and optional accessories. Swimmers must wear approved clothing at meets. The minimum approved uniform is a SLSC t-shirt and SLSC swim cap.

4. SWIM OVERVIEW

SWIM PROGRAMS

Swim Skills

This is a 10-week sessional program that is geared to 5–7 year olds who want to learn basic water skills and learn skills that will enhance their long-term future in the water.

Novice 2

This is our introductory competitive program and teaches swimmers the basic swimming skills for Freestyle ("Front crawl"), Backstroke and Breaststroke.

Novice 1

Is an advanced version of Novice 2 and will introduce more advanced skills, as well as Butterfly.

Age Group 3

This group is geared towards our very best 10 and under swimmers and beginning 11-13 year old swimmers. Basic training concepts are expanded but emphasis is placed on continuing skill development.

Age Group 2

This group is the first of the groups that expects a larger time commitment. The commitment to learning, to train and continued skill development are the expectations for this group. It is geared towards our best 10-12 year olds and developing 13-14 year olds.

Age Group 1

This group is geared towards teaching more advanced training concepts and advanced expectations in commitment levels. The focus is on our very best 12–14 year old swimmers and developing 14-16 year old swimmers as well.

Senior 2

This group is geared towards swimmers aiming to be Provincial or are current Provincial qualifiers aged 14 and over (high school). The main emphasis is on commitment to training and swimming at each individual's highest potential. This group trains 8 times per week and incorporates dry-land practices.

Senior 1

This group is the Senior Provincial squad and swimmers must have achieved an Eastern National Championship time standards to be in the group. The National group has 9 practices per week, plus dry-land commitments.

NOTE: Competitive opportunities are defined by the readiness of the particular competition, which is decided by the coaching staff. Attendance at practices weighs heavily on whether a person is ready or not. No athlete will be entered in any competition with inappropriate entry times. Extenuating circumstances may be considered.

The swimming season is divided into two separate periods defined by the length of the competitive course.

1. Short course (S.C.) is 25 meters in length.

2. Long course (L.C.) is 50 meters in length.

Swimmers must qualify for respective competitions over the appropriate length.

Swimmers 'on the move'

As each swimmer progresses in technical ability, endurance, strength and speed, they will be assessed with respect to moving up to the next group. The Age Group Coach for the swimmer's current group is responsible for assessing each swimmer's ability and for initiating the move process. Consultation among the swimmer, coaches and parents is vital to a successful move.

When a swimmer is ready to move up, the swimmer's coach will discuss the move with the coach of the new level. Then the coaches will discuss the move with the parent(s)/guardian and outline the transition, new workout schedule and financial and participation commitments. If agreed, the move will then be discussed with the swimmer.

Normally, swimmers will begin the move process by "swimming up" with the higher-level group one session per week.

As the swimmer is able to physically and psychologically accommodate the increased workload and different time demands, the number of sessions in the target group will be increased. The swimmer's new coach, again in consultation, will assess the swimmer's ability in the new group.

During the transition period, the coach of the lower level will remain the swimmer's coach of record for meet entries and other general matters.

5. COMMUNICATIONS

It is vital that several communication channels are exercised to keep all parties involved and aware of Club activities. There are various formal and informal communications channels that are available.

Coach, Swimmer, Parent Triangle

Perhaps the most important communication is that which occurs in the triangle between the coach and swimmer, swimmer and parent, and parent and coach. Parents are strongly encouraged to talk directly with their swimmer's coach to seek information, clarify training and meet situations, goals, and discuss any situations that may arise.

Coaches are usually around for a few minutes after workout- that's often the best time to approach them. If they are unavailable, please send an email.

Please follow the below course of action to address any **concerns**. Please see Section 7 for the Club's Code of Conduct and Policies and Procedures.

1. Discuss the situation with the coach of the swimmer's group.
2. Discuss the situation with the Head Coach
3. Discuss the situation with the President and through him/her, the Board.

Parent Information Meetings

The coach of each group holds a meeting with parents of swimmers in their group at the beginning of the season and again during the season as needed.

Board Members

All Club members are encouraged to contact us if you have a question, compliment, concern, query or complaint. We want to know how you feel about a situation, scenario or incident. We will work with you to resolve these as quickly as possible.

SLSC Newsletter

SLSC newsletter provides information on upcoming meets, fundraising activities, team performance, team activities, articles of interest and other important information for all club members.

Member's Handbook

The member's handbook is designed to be a general source of information about the Club and a reference for the Club's policies. The handbook is maintained on a volunteer basis. Please pass any suggestions, comments, corrections to any Board Member.

6. SWIM MEETS

Throughout the season, the Club hosts many "**at-home**" meets and attends many "**away**" meets. Each meet will be targeted to a specific range of swimmers and may or may not have qualifying or de-qualifying time standards for entry. The coaches will decide which away meets are to be entered. The home meet schedule is jointly developed by the Head Coach and the Meet Manager or Assistant Meet Manager. The various home meets usually hosted include the following:

Top Fish

These meets are the introductory meets for most of the swimmers at SLSC. They are NEOR-hosted meets and limited to swimmers who are 12 years and younger. The event list is simple and consists of events that help the development of new and young swimmers. There are typically three Top Fish meets each year.

NEOR Developmental Meets

These are hosted on a rotational basis by Clubs in the Northeastern Ontario Region. Open to all competitive swimmers, these meets have very limited entry standards and are designed to provide swimmers with a chance to test themselves. These meets also provided an opportunity to gain qualifying times for championship meets. There are 3 NEOR developmental meets each year.

NEOR "A-" and "B-" Championship meets

NEOR clubs bid to host NEOR Championship meets.

A-Championship meets:

- **Dave Kensit** is the short course meet held in early February and starts Friday and winds down Sunday evening.
- **Jeno Tihanyi** is the long course meet held in early June in Sudbury. It is a special meet in that it serves as the championships for NEOR and Huronia regions. These meets include both preliminary heats as well as finals. We are hoping that we can run this meet again this coming season, but we will see.

B- Championship meet:

Fred Rams "B Championship" is designed to give B-level swimmers a chance to compete without the top A-Level swimmers racing against them. It's a chance for the developing swimmer to win, and a chance to gain qualifying times for higher level meets. Swimmers may not enter any event in which they have an A-Level time or better (de-qualifying time). The B-Champs (Fred Rams) is run over a weekend, starting Saturday and winding up Sunday -all timed finals.

Travel for Away Meets

When attending away meets, parents are responsible for their swimmer's travel, hotel and supervision.

If the Head Coach decides an away meet is to be a "Team Travel Meet";

1. A parent chaperone, or coach acting as chaperone, will be assigned when a team travels overnight.
2. Chaperones are responsible for swimmers staying with the team.
3. When chartered bus transportation is provided, all swimmers who have signed up to attend the meet must share the cost of transportation, whether they use this means or not. There is a provision for those who have more than 2 swimmers traveling (the cost of the 3rd and subsequent swimmers will be 50% of the transportation cost).
4. Chaperones' net travel and accommodation expenses shall be determined and approved by the Board prior to any team travel. Preference will be given to those who volunteer at no cost to the club.
5. The coach may act as sole chaperone upon Board approval. If the coach and the Board agree upon his/her chaperoning, he/she will follow all guidelines set forth by the Club.
6. No swimmer will travel with the team on an overnight meet without the parents' permission.

7. DISCIPLINE POLICY

COMPREHENSIVE CODE OF CONDUCT AND ETHICS - PROCEDURE

Background

This procedure covers anyone participating in Sudbury Laurentian Swim Club (SLSC) sanctioned activities. Individuals can and typically will be subject to the provisions of more than one code simultaneously (for example; Swim Ontario, Swimming Canada, athlete club, tour teams and more). This procedure defines the appropriate actions and conduct of people participating in an SLSC sanctioned activity. Although other organizations may have their own conduct standards this is the minimum expectation of the SLSC.

This procedure supports Swim Ontario Risk Management policy.

1) Definitions

The following terms have these meanings in this Procedure:

A. Individuals – All categories of Membership within SLSC, as per the SLSC Bylaws, as well as all individuals engaged in activities with SLSC, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors, committee members, and parents/guardians of SLSC registrants.

B. Maltreatment - A volitional act and/or omission described in Sections 4H through 4L, that results in harm or has the potential for physical or psychological harm.

C. Physical Maltreatment - Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours that has the potential to be harmful to a person's physical or psychological well-being.

D. Psychological Maltreatment - Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to a person's psychological well-being.

E. Sexual Maltreatment - Any pattern or a single incident, whether physical or psychological in nature, that is committed, threatened, or attempted, and that has the potential to be harmful to a person's sexual integrity.

2) Purpose

A. The purpose of this Comprehensive Code of Conduct and Ethics ("Code") is to provide a safe and positive environment within SLSC programs, activities and events, by making all individuals aware that there is an expectation at all times of appropriate behavior consistent with the values of SLSC as set out in this procedure, below.

B. SLSC is committed to providing an environment in which all individuals are treated with respect and an environment free of maltreatment. Individuals are expected to conduct themselves at all times in a manner consistent with the values of Swim Ontario that include fairness, integrity, open communication and mutual respect.

C. Conduct that violates this Code may be subject to sanctions pursuant to SLSC policies related to discipline and complaints.

3) Application

A. This Procedure applies to conduct that may arise during the course of SLSC business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps, travel, and any meetings of, or on behalf of, SLSC.

B. This Procedure also applies to the conduct of Individuals that may occur outside of SLSC's business, activities, events and meetings when such conduct adversely affects relationships within Swim Ontario, or its work and sport environment, or is otherwise detrimental to the image and reputation of SLSC.

4) Individual's Responsibilities

All Individuals have a responsibility to maintain and enhance the dignity and self-esteem of SLSC Members and other Individuals by:

A. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, sex, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, gender identity, gender expression,

age, marital status, religion, religious belief, political belief, disability or economic status.

B. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.

C. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct.

D. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.

E. Consistently treating individuals fairly and reasonably.

F. Ensuring that the rules of swimming, and the spirit of such rules, are adhered to.

G. Refrain from all forms of maltreatment.

H. Refrain from any behavior that constitutes psychological maltreatment or harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.

I. Types of behavior that constitute harassment include, but are not limited to:

(i) Written or verbal abuse, threats or outbursts.

(ii) The display of visual material which is offensive or which one ought to know is offensive in the circumstances.

(iii) Unwelcome remarks, jokes, comments, innuendos or taunts.

(iv) Leering or other suggestive or obscene gestures.

(v) Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.

(vi) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.

(vii) Any form of hazing.

(viii) Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing.

(ix) Physical or sexual assault.

J. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.

K. Retaliation or threats of retaliation against an individual who reports harassment to SLSC.

L. Refrain from any behavior that constitutes sexual maltreatment or sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:

(i) Sexist jokes

(ii) Display of sexually offensive material

(iii) Sexually degrading words used to describe a person

(iv) Inquiries or comments about a person's sex life

(v) Unwelcome sexual flirtations, advances, propositions, requests or invitations

(vi) Persistent unwanted contact

(vii) Sexual assault

M. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, SLSC adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Procedure, and shall be subject to disciplinary action, and possible sanction, pursuant to SLSC's Complaint, Discipline and Appeal Procedure.

N. SLSC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by SLSC, or any other sport organization.

O. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive swimming, if that person is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES). Provided the foregoing is properly

established pursuant to the SLSC Complaint, Discipline and Appeal Procedure, such association on the part of the Member shall be considered a breach of SLSC's Code of Conduct and Ethics and appropriate disciplinary sanction may be applied.

P. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

Q. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with SLSC events.

R. Respect the property of others and not willfully cause damage.

S. Promote swimming in the most constructive and positive manner possible.

T. Adhere to all federal, provincial, municipal and host country laws.

U. Comply at all times with the bylaws, policies, procedures, rules and regulations of SLSC, as adopted and amended from time to time.

V. Failure to comply with confidentiality requirements under any other SLSC policy or procedure is an independent breach of the Code of Conduct.

W. Maintain a healthy and safe work environment for all staff, officials, coaches and volunteers.

5) Member Clubs, Including Board/Committee Members and Staff

In addition to section 4 above, Member Clubs and their Board, Committee Members and Staff will:

A. Deliver their services in compliance with the By-Laws, policies, rules, regulations and procedures of SLSC and where/when necessary, amend their rules, policies and procedures to comply with those of SLSC.

B. Respect the rights, dignity and worth of all persons with whom they engage on behalf of the Club.

C. Be responsible for the welfare of the club, functioning first and foremost as a member of the Board of Directors and/or committee(s) of the club, not as a member of any other particular constituency.

- D. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the club.
- E. Behave with decorum appropriate to both circumstance and position.
- F. Be fair, equitable, considerate and honest in all dealings with others.
- G. Exercise due diligence in upholding one's fiduciary responsibility to the Membership of the club.
- H. Respect the confidentiality appropriate to issues of a sensitive nature.
- I. Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- J. Respect the decisions of the majority and resign if unable to do so.
- K. Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings.
- L. Have a thorough knowledge and understanding of all the club's governance documents including, but not limited to, the following documents:
 - (i) Club By-Laws
 - (ii) Club policies and procedures
 - (iii) Roles and responsibilities of volunteer Board Members
 - (iv) The most recent Club Manual
 - (v) Completed confidentiality forms
- M. Ensure that all athletes, coaches and officials participating in SLSC approved activities are registered and, in Good Standing, with Swim Ontario.
- N. Ensure that all coaches of Swim Ontario clubs (of which SLSC is one) join Swimming Canada, Swim Ontario, and the Canadian Swimming Coaches Association (CSCA) as coach members.
- O. Operate on an ethical foundation including, but not limited to, engaging only authorized coaching personnel and non-sanctioned athletes, and ensuring all participants are properly registered with the club.
- P. Meet the highest standards of integrity and suitability, so that the swimming community is satisfied the club is maintaining a safe, inclusive and welcoming

environment for all participants.

6) Parents/Guardians and Spectators

In addition to section 4 above, Parents/Guardians of SLSC Members and Spectators at events will:

- A. Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
- B. Never ridicule a participant for a poor performance or practice; provide positive comments that motivate and encourage participants' continued efforts.
- C. Not maliciously question a referee, officials' or SLSC's and Swim Ontario's staffs' judgment or honesty.
- D. Respect and show appreciation to all competitors and to the coaches, officials, referees and other volunteers who give their time to the sport.
- E. Keep off of the competition area and not interfere with events or calls.
- F. Participate in and be bound by the results of any Complaints and Discipline Process.

7) Athletes

In addition section 4 above, Athletes will have additional responsibilities to:

- A. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- B. Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects.
- C. Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason.
- D. Adhere to SLSC's rules and requirements regarding clothing and equipment.
- E. At all times, present oneself in a positive manner to all other athletes, Members and coaches.
- F. Show respect for, and cooperate with, meet management, pool management, team staff, fellow competitors and people in authority positions within SLSC, as required.

G. Encourage other athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.

H. Never ridicule a participant for a poor performance or practice. Provide positive comments that motivate and encourage participants' continued effort.

I. Respect and show appreciation to all competitors, coaches, officials and other volunteers who give their time to the sport.

8) Coaches

In addition to section 4 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:

A. Be registered with Swimming Canada (SNC), Swim Ontario, and the Canadian Swimming Coaches Association (CSCA) as coach members in good standing.

B. Meet the highest standards of integrity and suitability, including, but not limited to, such considerations established by SLSC Screening Policy, so that the swimming community is satisfied it has minimized the risk of an unsafe environment.

C. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, and educating athletes as to their responsibilities in contributing to a safe environment.

D. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.

E. Avoid compromising the present and future health of athletes by communicating and cooperating with the athlete's care providers in the diagnosis, treatment and management of athletes' medical and psychological problems.

F. Avoid any self-induced disability, such as the use of intoxicants or drugs, which interferes with or prejudices one's ability to provide services to the athlete.

G. Report any ongoing criminal investigation, bail conditions and convictions, including

those for violence; child pornography; the possession, use or sale of any illegal substance or anti-doping activity.

H. Never provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances pursuant to the Canadian Anti-Doping Policy and, in the case of minors, alcoholic beverages, cannabis and/or tobacco.

I. Consider paramount the welfare and provision of services for athletes.

J. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.

K. Recognize the role and importance of parents being involved in decisions of importance of athletes who have not attained the legal age in their jurisdiction.

L. Respect the responsibilities and preferences of other coaches and interact in a professional manner.

M. Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.

N. React to requests by athletes and parents that relate to the joining of another club in an objective manner, with the athlete's welfare always being the primary concern. This includes contact with the head coach of the club that a swimmer may be leaving. This will normally be done within 3 days of first contact from a swimmer or parent, unless extraordinary circumstances intervene.

O. Never engage in a sexual relationship with an athlete under the age of 18 years or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such an athlete.

P. Where an athlete has qualified for a training camp, provincial team, national team, or other such competitive opportunity, the athlete's coach will support the program, applicable coaching staff, and SLSC.

Q. Give athletes the opportunity to contribute to proposed training and performance

standards as appropriate. Coaches will provide athletes, and the parents/guardians of athletes who are minors, with the information necessary for such persons to be involved in the decisions that affect the athlete, as appropriate; refrain from intervening in personal affairs that are outside the generally accepted jurisdiction of a coach.

R. Act in the best interest of the athlete's development as a whole person.

S. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.

T. Dress professionally, neatly and inoffensively.

U. Not use offensive language, taking into account the audience being addressed.

9) Officials

In addition to section 4 above, Officials will have additional responsibilities to:

A. Assist in providing a fair, safe and welcoming environment for all participants within the rules, policies and procedures of SLSC, Swim Ontario and Swimming Canada.

B. Honour the full commitment and responsibilities of their assigned position.

C. Follow the dress code prescribed by Swim Ontario and/or Swimming Canada for Swim Ontario sanctioned competitions and Swimming Canada designated competitions.

D. Report at the designated time, to the officials' area, sign in, and remain in the area until the session briefing has been completed.

E. Accept the assignment(s) that have been given for the competition session(s).

F. Remain at the assigned station for the entire session, unless otherwise instructed by the referee.

G. Know the swimming rules as they apply to your assigned position.

H. Be as unobtrusive and inconspicuous as possible.

I. Be fair, impartial and objective avoiding situations in which a conflict of interest may arise.

J. Make independent judgments.

K. Remain composed and professional at all times, do not lecture, or debate decisions with other participants.

L. Respect the final decision of the referee and/or the Competition Coordinator.

10) Sanctions

The following principles will guide the determination of Prohibited Behaviour and imposition of sanctions are:

A. Harmonized

B. Comprehensive

C. Fairness

D. Trauma-informed

E. Evidence-driven

F. Independent administration

G. Proportionate

H. Expert-informed

COMPLAINT, DISCIPLINE AND APPEAL PROCEDURE FOR SLSC

Statement

Sudbury Laurentian Swim Club is committed to providing a safe, ethical and positive environment within its programs, activities and events. All individuals and entities associated with the club are expected to conduct themselves at all times in a manner consistent with the values of Swim Ontario that include fairness, integrity, open communication and mutual respect. Conduct that violates the Swim Ontario bylaws, policies, procedures and comprehensive code of conduct and ethics or the club's bylaws, policies, procedures code of conduct may be subject to discipline and sanctions pursuant to this Procedure. This Procedure provides a fair and expedient process to address alleged infractions.

1. Definitions

The following terms have these meanings in this Procedure:

- a) "Club" – the Club indicated above who has enacted this procedure.
- b) "Club DRO" – the Club Dispute Resolution Officer" –a person who can independently perform their duties related to this procedure..
- c) "Complainant" – The party(ies) alleging an infraction.
- d) "Complaints" – Breaches of club bylaws, policies, procedures and club code of conduct.
- e) "Days" – Days irrespective of weekends and holidays.
- f) "Hearing Panel" – a group of 1 or 3 persons free from bias as designated by the Club DRO.
- g) "Individuals" anyone engaged in activities with Swim Ontario and the club including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the club, and parents/guardians of club registrants.
- h) "Parties" – The Complainant(s), Respondent(s), and anyone affected by the Complaint.
- i) "Respondent" – The alleged infracting party(ies) or the party(ies) responding to an appeal, as applicable.
- j) "Swim Ontario Dispute Resolution Officer" - an individual appointed by Swim Ontario to independently perform their duties related to this procedure.

2. Scope and Application

This Procedure applies to all Individuals.

This portion of the Procedure applies to Complaints and related discipline/sanctions that may arise during the course of the club's business, activities, and events including, but not limited to, competitions, practices, try-outs, tournaments, training camps, travel associated with club activities, business affairs, and meetings.

The Club also has the discretion to accept a Complaint where the alleged conduct brings the reputation of the club, or sport into disrepute and would be considered a breach of the Code of Conduct had it occurred within the club environment.

This Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further sanctions may be applied according to this Procedure.

This Procedure does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers or Swim Ontario decision-makers. The person in authority must communicate the details of the alleged incident and the discipline imposed to the Respondent and in the case of a minor to their parent. Further sanctions may be applied in accordance with this Procedure.

3. Complaint Process

3.1 Notice of Complaint

Anyone who wishes to file a Notice of Complaint is expected to do so as soon as possible after the events giving rise to the Complaint and to submit, in writing, a Notice of Complaint to the attention of the Club at slsc.complaints@gmail.com containing the following:

- a) Contact information of the Complainant or his/her counsel or authorized representative.
- b) Name(s) of the Respondent(s) and any Affected Parties and/or witnesses
- c) The date and location of the incident.
- d) A Detailed summary of the incident.
- e) Any and all evidence that supports the incident.

Anonymous Complaints typically will not be accepted. If an anonymous Complaint is received, it will be reviewed by the Club DRO to determine whether unusual circumstances require an exception to be made.

For Complaints that are screened in, the Club DRO will inform the Respondent(s) and Affected Parties named in the Complaint and will provide a copy of the Notice of Complaint and other materials submitted by the Complainant(s). The Respondent(s) cited, will have the opportunity to submit in writing any additional information to be considered. The Respondent(s) can be represented by counsel or an authorized representative if they so choose.

3.2 Screening of Notice of Complaint

The Club DRO will have the authority to screen out a Complaint. Potential reasons for a Complaint to be screened out include submissions that are unreasonably untimely, frivolous or vexatious; allegations that do not, on the face of it, meet the threshold of a breach; the matter has already been addressed and adjudicated in another forum; or insufficient information has been provided to support the allegation(s).

The Complainant will be advised in writing of the reasons for which a Complaint has been screened out.

3.3 Referring the Complaint to Swim Ontario

The Club DRO has the authority to refer a Complaint to Swim Ontario. A Complaint which alleges serious misconduct which may include physical assault, sexual assault or sexual harassment, or conduct which may be considered criminal, should be referred to Swim Ontario. Where the Club DRO is unsure, the Complaint should be referred to Swim Ontario for its

consideration. In this instance, Swim Ontario will accept the Complaint at its sole discretion. This decision cannot be appealed. Once a Complaint is accepted by Swim Ontario, the Swim Ontario Complaint Discipline and Appeal procedure will apply.

The Complainant will be advised in writing when their Complaint has been referred to Swim Ontario.

3.4 Procedure for Addressing a Complaint

Following the determination that the Complaint will be handled at the club level, the Club DRO will review written submissions related to the Complaint from the Complainant(s) and the Respondent(s) and will determine the appropriate sanction, if any.

Sanctions may include:

- (a) A verbal or written reprimand.
- (b) A verbal or written apology.
- (c) Service or other voluntary contribution to the Club or Swim Ontario.
- (d) Removal of certain privileges.
- (e) A suspension of up to one month.
- (f) Mandatory education or training.
- (g) Any other sanction considered appropriate in the circumstances.

The Club DRO will inform the Respondent(s) and the Complainant(s) of the sanction, which will take effect immediately. Failure to comply with a sanction will result in a referral to Swim Ontario, and an automatic suspension until such time as compliance occurs.

3.5 Notification to Swim Ontario

A suspension, ban or other similar sanction which impacts an Individual's ability to participate in Swim Ontario activities, including club activities, must be reported to Swim Ontario.

4. Appeal Process

Complaint findings and sanctions issued by the Clubs may be subject to appeal as outlined. **Appealing a Member Decision** found in the [Swim Ontario Complaint, Discipline and Appeal Procedure](#)

5. Confidentiality

The Complaint, discipline and appeal process is confidential. Once initiated, none of those involved will disclose information relating to the on-going process except as required or to facilitate representation.

Once a final decision has been reached in respect of a Complaint, a detailed report from the club will be sent to Swim Ontario.

The following information may be released by Swim Ontario or shared with other organizations as deemed appropriate by Swim Ontario or required:

- a) The identity of the Respondent.

- b) The nature of the infraction and/or the provision of the applicable bylaw, policy, procedure, or code of conduct or ethics that has been breached.
- c) Whether a sanction has been imposed on the Respondent, and if so, details concerning the sanction.

Once any applicable sanction is successfully completed the file will be sealed and any publication of the sanction will be removed.