



**Disciplinary Code and Procedures
For
Greater Ottawa Kingfish Swim Club**

Whereas the Greater Ottawa Kingfish Swim Club is established to promote the sport of swimming and in the process help to develop the character of the individual swimmers,

Whereas, for the orderly operation of the Greater Ottawa Kingfish Swim Club certain rules and regulations and procedures for enforcing same must be established,

Whereas, it is the expressed intention of the Greater Ottawa Kingfish Swim Club to set forth procedures that will aid in identifying behaviour the club finds undesirable and define a process for addressing an alleged occurrence.

Therefore, be it resolved that the following shall be the Disciplinary Code & Procedures:

This Disciplinary Code shall apply to all behaviour occurring during or at an activity or function that is associated with the Greater Ottawa Kingfish Swim Club including but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings and addresses objectionable behaviour by members of Greater Ottawa Kingfish Swim Club occurring outside of club activities.

The types of objectionable behaviour shall be divided into three (3) classifications:

Class I – Shall deal with behaviour that is considered extremely severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.

Class II – Shall deal with behaviour that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons.

Class III – Shall deal with behaviour that is somewhat disruptive; does not portray the Greater Ottawa Kingfish Swim Club in a positive light; and other actions that are not in compliance with good behaviour as a member of a team or society in general.

Class I Objectionable Behaviour:

Unacceptable behaviour (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at a club activity or not).



Disciplinary Procedure:

- Board shall send notice of hearing to parent/guardian and swimmer via certified mail.
- Hearing before quorum of Board of Directors with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; Head Coach shall be present in advisory role.
- Board decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Discipline:

May result in membership termination or other action as determined by the Board of Directors.

Class II Objectionable Behavior:

Unacceptable behaviour as a member of the Greater Ottawa Kingfish Swim Club at Greater Ottawa Kingfish Swim Club team functions, practices, and meets. This behaviour would include, but not be limited to: Possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

Disciplinary Procedure:

- Hearing before Disciplinary Committee consisting of three members of the Board of Directors chosen by a majority of the Board.
- Committee shall send notice of hearing to Parent/Guardian and swimmer via certified mail with parent/guardian and swimmer being given the opportunity to be present;
- The facts shall be presented by the Board President or his/her designee; the Head Coach shall be present in an advisory role.
- Board Committee decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Discipline:

1st Offense – Suspension* from the team for a minimum period of thirty (30) days of the swimmer's season (these days may extend into the swimmer's next season, if needed).

2nd Offense - Suspension* from the team for a minimum period of sixty (60) days of the swimmer's season (these days may extend into the swimmer's next season, if needed).

3rd Offense – Shall be considered a violation of Class I Objectionable Behaviour and handled according to the disciplinary proceedings of Class I Objectionable Behaviour.

* Terms of suspension shall be determined by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of Greater Ottawa Kingfish Swim Club and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full.



Class III Objectionable Behavior:

Unacceptable behaviour at Greater Ottawa Kingfish Swim Club practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behaviour, insubordination to members of the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

Disciplinary Procedure:

- Handled by the Coaching staff (Parents will be involved if anticipated discipline will result in a suspension).

Recommended Discipline:

As determined by the coaching staff (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)). Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behaviour.

During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.