

HTAC Swimmer Accountability and Corrective Action Policy

Purpose

The purpose of this policy is to create a safe, supportive, and respectful environment for all swimmers and coaches, and to equip coaches with the necessary tools to address HTAC team values and Code of Conduct issues fairly, respectfully, and properly, emphasizing safe sport principles to ensure the well-being of all swimmers.

Policy Statement

- We expect each swimmer to uphold team values of Respect, Support and Compete throughout the season. Swimmers are also expected to adhere to the HTAC Code of Conduct and Ethics ([HTAC Code of Conduct and Ethics \(the "Code"\)](#)) and the HTAC Team Travel Code of Conduct ([HTAC Team Travel Code of Conduct for Athletes](#)) and to understand that there may be corrective action for any behavior that violates these.
- Likewise all coaches and HTAC members are expected to follow our team values and our Code of Conduct and Ethics at all times and through any disciplinary process. This means no language that could be considered demeaning, humiliating, belittling, intimidating, shaming, insulting or threatening will be used at any time by coaches when addressing issues with swimmers.

Purpose of Corrective Action

It is the intention of HTAC that any corrective action taken is proportionate to the offending behavior and takes into account the circumstances surrounding the behavior, such as the swimmer's age, the severity of the infraction, the impact of the behavior on others and previous infractions by the same swimmer.

Statement on Bullying

Bullying of any kind is unacceptable and will not be tolerated. HTAC is committed to providing a safe, supportive and friendly environment for all of our members. If bullying does occur, all swimmers and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member.

If bullying is reported we will find out what happened by speaking with everyone involved separately, listening without blame and not calling the act "bullying" while trying to understand what happened. Things to consider are that it may be difficult to get the whole story, there may be a history between the swimmers involved and there may have been past conflicts.

Bullying is defined as repetitive physically or verbally harmful behavior typically involving an imbalance of power. This includes but is not limited to indirect (exclusion, gossip, spreading rumors) or direct (name calling, teasing, intimidating or hitting/kicking etc) actions as well as

cyberbullying (using technology to intimidate, embarrass, exclude or damage another person's reputation).

Confidentiality

We will treat all situations with respect and confidentiality. Only those directly involved in the incident will have knowledge of any details or consequences related to any incident. Privacy will also be respected in all conversations.

Corrective Action

Violations of HTAC Club Values or codes of conduct may result in corrective action. If an infraction involves an incident it will be investigated through confidential, separate discussions with all parties involved to ensure fairness and respect for privacy.

It is important to note that issues such as missing practices, arriving late, or a perceived lack of effort in practices/meets are not considered violations of our codes of conduct. These situations will be resolved by respectful conversation if necessary by the coach with the swimmer and when appropriate, with the parents of the swimmer.

Step 1 - Incident Investigation and Fact-Finding

The purpose of investigating and fact-finding is for the coaching staff to ensure they fully understand the situation and to not rush to judgment, especially where the alleged behavior was not fully and directly observed by a coach. Coaches should gather information from everyone involved, including the swimmer accused of misconduct, as well as any witnesses. This will ensure fair and informed decisions on how to address potential violations of codes of conduct or HTAC Club Values.

If it is determined that corrective action is appropriate these guidelines will be followed:

Corrective Action – Minor Infraction

Examples include but are not limited to - single incidents of: disrespectful comments or behaviors directed towards others, unsportsmanlike conduct and non compliance with policies.

First Violation

The primary coach will review the incident with the Head Coach. The swimmer's primary coach will talk to the swimmer to review the code of conduct/values with the swimmer and request to modify behavior. This will include making sure the swimmer understands what the problem behavior is and how it harms others. The coach will model respectful behavior when addressing the problem and will continue to follow up with the swimmer and any other swimmers who were affected to encourage positive behavior.

Second Violation

There will be communication with the swimmer's parent/guardian to review the code of conduct/values and discuss the infraction. The Head Coach and Board of Directors will be notified and the incident will be formally documented and kept on file with the Board of Directors. Written commitment by the swimmer to change the behavior may be required.

Third Violation or persistent infractions - this will be treated the same as a Major Infraction below.

Corrective Action – Major Infraction

Examples include but are not limited to: persistent minor infractions, physical violence, racist or discriminatory behavior or harassment, verbal abuse/intimidation, hazing, pranks/jokes or other activities that endanger the safety of others, destruction of property.

The primary coach will meet with the Head Coach and refer the matter to the Board of Directors' Discipline Committee. The Discipline Committee will review the coach's report, and the swimmer's report regarding the violation; the Discipline Committee will determine the appropriate corrective action. The incident will be formally documented and kept on file with the Board of Directors. Corrective action may include but is not limited to:

- the swimmer may be suspended from the team for a specified period of time
- the swimmer may be asked to apologize verbally or in writing
- the swimmer may be issued a remedial or restorative penalty
- the swimmer may be asked to make amends or restitution or perform volunteer service
- the swimmer may be suspended from team travel for a specified period of time
- In the case of property damage the swimmer may be responsible to cover the cost of repair/replacement
- the swimmer may be suspended from attending upcoming meets
- the swimmer may be expelled from HTAC

Corrective Action – Major Infraction during Team Travel

For a major infraction during team travel the swimmer may be sent home at the swimmer's expense at the earliest opportunity as determined by the coach/chaperone in conjunction with the swimmer's parent/guardian. The use of alcohol, cannabis or other illegal substances during team travel are considered major infractions.

Upon the completion of team travel, the swimmer's coach or appropriate representative will have a meeting with the Head Coach and refer the matter to the Board of Directors' Discipline Committee.

The Discipline Committee will review the coach's report, the chaperone reports and the swimmer's report regarding the violation; the Discipline Committee will determine the corrective

action. The incident will be formally documented and kept on file with the Board of Directors. Corrective action may include but is not limited to:

- the swimmer may be suspended from the team for a specified period of time
- the swimmer may be asked to issue a public apology to the appropriate audience in both oral and written form
- the swimmer may be issued a remedial or restorative penalty
- the swimmer may be asked to make amends or restitution or perform volunteer service
- the swimmer may be suspended from team travel for a specified period of time
- In the case of property damage the swimmer may be responsible for the cost of repair/replacement
- the swimmer may be suspended from attending upcoming meets
- the swimmer may be expelled from HTAC

Retaliation against any individual for reporting an incident under this Code is a violation of this policy. Any retaliatory action should be reported immediately to the Board of Directors

Similarly, a false accusation is a serious matter. A person making a false statement may face serious consequences.

The Discipline Committee shall be composed of the President and the Safe Sport Officer or their delegate(s) and one other member of the Board of Directors. This committee will be ad hoc and the third member will be a rotating position.

It is up to the Discipline Committee and the Head Coach to determine the severity of the incident and whether steps can be skipped and/or an individual is removed immediately from the organization.

At any point in the process of a complaint, the police may become involved as necessary depending on the severity and/or nature of the complaint.