

Upper Canada Swim Club – River Otters (UCRO)

Procedure – Club Conduct Violations

Approved – March 31, 2026

Note: this document is adapted from the Swim Ontario “Club Conduct Procedure” template in the “Club/Outreach/[Tool Kit](#)” section of the Swim Ontario website.

General

- All participants in UCRO activities are bound by the Swim Ontario [Code of Conduct and Ethics for All Participants Including Parents/Guardians](#) (the “Code”).
- Any complaint about the violation of Swim Ontario policies and procedures, including any alleged violations of the **Code** and UCRO’s **Workplace Safety, Violence and Harassment Policy** shall be made to Swim Ontario pursuant to the Swim Ontario [Complaint, Dispute Resolution and Discipline Procedure](#) (“Complaint Procedure”).
- In accordance with the Complaint Procedure, UCRO does not have the authority to impose disciplinary findings, except in cases where the matter is resolved informally through a conciliatory apology during a meeting.
- As per the Swim Ontario Complaint, Dispute Resolution and Discipline Procedure, UCRO should only address alleged Code of Conduct complaints where it is clear in advance that the matter can be resolved promptly and informally at the time it arises.

Corrective Action

- Should an appropriate person become aware of behaviour that constitutes an infraction or potential infraction of the Code or other Swim Ontario or UCRO Policies or Procedures, they may take immediate, informal, or corrective action as per the Complaint Procedure.
- An appropriate person can be, but is not restricted to, staff, officials, coaches, organizers, or Board/Committee members as defined in the Complaint Procedure.
- The imposition of corrective action does not preclude the imposition of further sanctions after a person has proceeded through the Complaint Procedure.
- Interim actions imposed by UCRO can include, but are not limited to:
 - interim suspensions until the complaint has been received by Swim Ontario;
 - removing a person from a practice or event;
 - sending a person home from a trip;

- temporary confiscation of distracting item or device (until the person leaves the practice/event);
 - separation of persons involved in a conflict;
 - meeting with persons involved; or
 - asking an official/coach to take the rest of the season/meet off.
- The imposition of corrective action does not replace the Swim Ontario Complaints Procedure, which should still be followed.