



## DISCIPLINE AND APPEAL POLICY

All members of Olympium Artistic Swimming Club (OLYM) are expected to comply with the Code of Conduct ([OLYM Athlete Code of Conduct](#) and [OLYM Parent Code of Conduct](#)). The Code of Conduct identifies the standard for behaviour that is expected of all swimmers, coaches and parents and those who fail to meet the standards may be subject to the disciplinary procedures set out in this policy.

Should any issue of concern arise for a parent or a swimmer, the first point of contact is to be in writing (email, TeamSnap message) with the team coach for discussion and issue resolution, as soon as possible. It may be appropriate to exercise the "24 hour rule", whereby parents restrain from immediate reaction and wait 24 hours to make contact.

Parents may **not** address disciplinary concerns with a coach during scheduled practice times. Parents must set up a meeting with the Coach and/or Head Coach to discuss consequences of the swimmers' or parents' actions outside of practice times. Only parties relevant to the specific situation will be advised of and/or included in any discussions. All meetings will be held at mutually convenient times and at discrete locations.

### **Complaints Policy and Appeal Procedure**

Ontario Artistic Swimming has established a Discipline and Complaints Policy ([Policy SSO](#)). This policy is summarized below and is to be considered the official policy of the Olympium Artistic Swim Club.

### **Minor Infractions**

**Minor infractions** are single infractions of misconduct that breach the Code of Conduct of Olympium Artistic Swimming but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate coach who is having authority over the individual involved. Procedures for addressing minor infractions will be handled with seriousness and consistency, though they may be less formal than those for major infractions. The coach, who holds the authority in such matters, will determine the appropriate response. It is essential that the individual involved is informed of the nature of the infraction and given an opportunity to present their perspective before any disciplinary action is taken.

*Examples of minor infractions:*

- Disrespectful conduct such as outbursts of anger or argument. For example, talking back to coaches.
- Conduct contrary to the values of the club
- Being late for, or absent from club events and activities at which attendance is expected or required
- Non-compliance with the club's policies, procedures, rules, or regulations including cell phone use when not permitted
- Minor violations of the club's Athlete and Parent Code of Conduct

*Disciplinary sanctions for minor infractions may include the following:*

- Oral or written reprimand - Coach to report to Head Coach and inform parent

- Oral or written apology - Coach to report to Head Coach and inform parent
- Time out (5-10 minutes). Document and inform Head Coach and parent
- Ask the swimmer to leave the pool for the remainder of the practice, coach to notify the parents and Head Coach
- Any similar sanction considered appropriate for the offense.

Coaches will report all minor infractions in writing to the Head Coach. In case of repeated infractions, after three failed attempts to correct the behavior, the swimmer will be subject to Major infractions guidelines.

## **Major Infractions**

**Major infractions** are instances of misconduct that violate the Code of Conduct of Olympium Artistic Swimming Club and which result, or have the potential to result, in harm to a swimmer or those around. Major infractions occurring within the Olympium Artistic Swimming Club will be dealt immediately, if necessary, by the appropriate coach having authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the infraction.

All major infractions will be documented by the coach and communicated to head coach and executive board members (Appendix 1 - Incident report form)

### *Examples of major infractions:*

- Disrespectful, offensive, or abusive, racist, or sexist comments or behaviour or comments, antisemitism, microaggressions and body shaming
- Bullying or intimidation of others.
  - Social bullying is repeatedly hurting someone's reputation or relationships.
  - Cyber bullying is the use of digital platforms like social media, messaging apps, or online forums to harass, threaten, or harm someone through malicious or harmful behavior. This can include spreading rumors, sending harmful messages, or posting inappropriate content to embarrass or intimidate the victim
  - Verbal bullying is repeatedly saying or writing mean things to someone.
  - Physical bullying is hurting a person's body or possessions. Repeated infractions of disrespect, offensive, abusive behaviour toward others
  - Sport bullying is behaviour by one or multiple athletes in the team that is aggressive, repetitive, and creates an imbalance of power
- Activities or behaviors that interfere with Olympium Artistic Swimming Club practices or competition events.
- Deliberate disregard for the rules and regulations during competition events, especially during competitions where athletes are chaperoned and sharing accommodations.
- Any conduct that results in harm to the image, credibility or reputation of Olympium Artistic Swimming Club.
- Defacing or destruction of private or public property.
- Use of alcohol or illicit drugs

Disciplinary sanctions for major infractions may include the following:

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| FIRST INFRACTION  | A verbal warning to the athlete from the Coach on duty, reported to the Head Coach and parent following the infraction. The Head Coach will notify Board Members and confirm specifics of the infraction with the athlete's parents. |
| SECOND INFRACTION | A letter home and formal discussion with parents involving the Team Coach, Head Coach and a representative of the Board regarding the situation  |

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| FURTHER INFRACTIONS   | Replacement of the athlete within the team, moving to alternate status and/or dismissal (depending on the severity of the cause and with Board Approval) |
| ULTIMATE CONSEQUENCES | Dismissal from the team and Olympium Artistic Swimming Club and marking swimming/parent as not good standings with OAS/CAS                               |

Any disciplinary sanctions should commence immediately after the decision has been made. Failure to comply with a sanction as determined will result in an automatic suspension of Olympium Artistic Swimming Club membership until such time as the sanction is complied with.

### **Grounds for Appeal**

An appeal will only be heard if there are sufficient grounds for appeal. Sufficient grounds include when the Respondent:

- a) Made a decision that it did not have authority or jurisdiction
- b) Failed to follow its own procedures
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)

The appeal letter must be submitted within fourteen (14) days from the decision made. The club President will decide whether there is sufficient grounds for revisiting the decision and sanctions. All decisions made by the club President will be binding and final.

### **Reporting a Complaint**

Any individual may report any complaint of minor or major infractions to the Board of the club using the Incident Report ([Incident Report](#)). The report will go directly to Human Resources at [hr@olympiumartswim.ca](mailto:hr@olympiumartswim.ca). Complaints can be anonymous.

### **Case Manager**

Upon receipt of a complaint, the Board will appoint a Case Manager (Human Resources) to oversee management and administration of complaints submitted in accordance with this Policy. The Case Manager has an overall responsibility to implement this policy in a timely manner.

The Case Manager will inform the parties if the infraction is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

- ❖ Minor infractions that result in discipline will be recorded and records will be maintained by the OLYM. Repeat minor infractions may result in further such infractions being considered a major infraction.
- ❖ Major infractions will be handled using the Procedure for Major infractions Hearing as set out in this Policy.

This policy does not prevent an appropriate coach having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

### **Records Management**

Incident reports will be kept with Human Resources in a confidential online folder. Human Resources will keep the record for the duration of the athlete's tenure with the club. Files are then deleted after the athlete graduates or leaves OLYM.