



## Coach and Staff Code of Conduct

The purpose of this code of conduct for coaches and staff is to establish common expectations for all staff members of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

Additionally all staff members are expected to abide by the current COPS Personnel Policies and Procedures (PPP). The PPP is reviewed yearly and is generally updated in even years. If you would like a current copy of the PPP, contact [billing@planoswimming.org](mailto:billing@planoswimming.org). Below is an excerpt from the PPP referring to conduct and behavior of the staff:

SAFE WORK POLICIES: COPS intends to help provide a safe and drug-free work environment for our swimmers, families and employees. With this goal in mind, COPS has the following policies for existing and future employees:

COPS explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on COPS premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the workplace, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk COPS' reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol way from the workplace, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk COPS' reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the facilities we use, or while on COPS business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee by a physician.



COPS may conduct drug and/or alcohol testing under the following circumstances:

- For-cause testing: COPS may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of prohibited substances.
- Post-accident testing: Any employee involved in an on the job accident or injury under circumstances that suggest possible use or influences of prohibited substances in the accident or injury event may be asked to submit to an alcohol, or drug test.
- Random testing: Employees may be selected at random for drug and/or alcohol testing at any interval determined by COPS

If any employee is tested for prohibited substances and the results indicate a violation of this policy, or if any employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment.

COPS strives to maintain an atmosphere of mutual respect and understanding in the workplace free of unlawful harassment and intimidation. Toward that end, COPS considers the use of demeaning, belittling, humiliating, insulting, or other forms of disrespectful language towards or about any employee, parent, volunteer, swimmer, or visitor to be unacceptable. COPS policies prohibit harassment because of sex, and harassment because of race, religion, color, national origin, medical condition, physical or mental disability, age, or any other basis protected by federal, state, or local law, ordinance, or regulation. One or more of the following are unacceptable (Harassment may be illegal) under this policy (the list is not exhaustive and is only guidance):

- Slurs and other disrespectful terms relating to a person's race, color, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity or expression, genetic information or disability
- Excessive or habitual use of terms relating to a person's characteristics
- Referring to people in terms of their assumed nationalities
- Words relating to gender stereotypes
- Profane or obscene references to yourself or others
- Unwelcome sexual advances
- Requests for sexual favors or other verbal or physical conduct of a sexual nature when submission is made either explicitly or implicitly a term of employment, employment decisions, or interferes with an individual's work performance by creating an intimidating, hostile, or offensive work environment

Depending upon the severity and repeat nature of a particular offense, a violation of this policy will result in appropriate corrective action, up to and potentially including termination of employment. Non-employee violators of this policy are subject to expulsion from facilities we rent, own, or borrow as well as possible referral for legal action. Employees covered by USA Swimming's Safe Sport guidelines could be subject to action outlined by USA Swimming.

Employees may report any type of harassment to their supervisor or Director or to the Head Coach/CEO. Employees are encouraged to report the alleged harassment within three (3) calendar days of the offense. COPS will take all complaints seriously and will handle promptly, thoroughly, and with as much confidentiality as possible.