

# **Halton Hills Artistic Swimming Club**

## **Policies**

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## Absenteeism Policy

The team nature of artistic swimming requires commitment from all Athletes on the team. Each Athlete has a responsibility to themselves, the team, and their coach to attend all practices, competitions, meetings and other events in order for the team to develop and function properly and cohesively as a unit.

Artistic Swimming is a difficult sport requiring and entailing great technical skill. Missed practice time directly impacts the absentee Athlete's progress and development, as well as the progress and development of the Athlete's team. Lateness, leaving practice early and absenteeism should be avoided at all times and especially during the peak of competition season from January to June.

The Absenteeism Policy is intended to provide a framework to manage chronic: lateness, early departures and absenteeism (each event treated as an "Absence"). Because problems can only be identified as chronic after several occurrences, all Absences are recorded by the team coach as they occur for each Athlete. Coaches, in conjunction with the Head Coach, may exercise discretion regarding an Athlete's Absences on a case-by-case basis, taking into account the Athlete's specific circumstances.

Parents and/or Athletes must notify their coach and provide the reason if the Athlete will be:

- late due to traffic, weather, prior commitments or some other reason
- absent from practice due to illness, school tests or commitments, vacation or some other reason
- leaving practice early for any reason.

If an Athlete will be absent due to vacation, the parent/guardian must notify the coach by email at least one (1) month in advance of the vacation. The coach will review the timing of the absence in light of any upcoming competitions. Repeated or chronic Absences will not be tolerated and will be addressed as follows:

- First Absence
  - The coach will speak with the Athlete and/or parent/guardian in person or by phone
- Second Absence
  - The coach will speak with the Athlete and/or parent/guardian in person or by phone and will notify the Head Coach and Registrar
- Third Absence
  - The Athlete and parent/guardian will be advised of the coach's concerns with chronic Absences
  - Both the Athlete and parent/guardian will be required to sign a contract that states expectations and specific consequences related to future Absences
  - The Athlete and parent/guardian will be warned that the Athlete may become an alternate or possibly removed from the team if absences continue
- Fourth Absence
  - The Athlete and parent/guardian will meet with the Head Coach and or President
  - The Athlete will be suspended from practice and competitions as follows:
    - The Athlete will train with the team, but will not swim in pattern for no less than three (3) and no more than ten (10) practices, at the coach's discretion based on the timing during the Season

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- the Athlete will not compete as part of the team if the suspension occurs within two (2) weeks of a competition or if the Absences detrimentally affect the team's preparation for competition
- Any Athlete suspended from a competition must still attend the competition to support their team

### Accessibility Policy, and Equity and Inclusion Policy

HHASC and its members follow and comply with the OAS Accessibility Policy and the OAS Equity and Inclusion Policy which may be found at:

<https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Accessibility-Policy-July-2016.pdf> and [https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Equity\\_Inclusion\\_Policy-2.pdf](https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Equity_Inclusion_Policy-2.pdf)

respectively. In all cases assume HHASC in addition to OAS.

### How to Contact HHASC:

- The Head Coach and Registrar are accountable for the Club's compliance with both policies.
- Any questions or concerns regarding the Accessibility Policy and or the Equity and Inclusion Policy should be directed to the Registrar or Head Coach.

### Communication Policy

Effective communication is essential for keeping all Members, coaches and Athletes informed and up-to-date. Communication is an integral component of HHASC's Strategic Plan and a primary focus for the Board. Club information is communicated in a variety of ways including:

- HHASC's website
- In person
- Newsletter
- Direct email
- Team parent meetings
- General meetings

Members should confirm the Club has all up-to-date email addresses and contact phone numbers to ensure receipt of Club communications. A monthly schedule of practice, events and competitions are circulated through newsletter.

### Unsure of who to contact?

- Team Coach
  - For questions regarding practice schedule, coaching, competitions, team dynamics, Athlete's progress and development
  - Athletes are encouraged to discuss issues and concerns regarding practice, competitions, team dynamics and artistic swimming topics with their team coach
- Head Coach
  - For questions or concerns unresolved by the team coach
  - For questions regarding team events, competitions, chaperoning, programming
- Board Member
  - For general questions contact [hhsynchro@gmail.com](mailto:hhsynchro@gmail.com)

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- For questions or concerns unresolved by the Head Coach

### Competition Travel Policy

Athletes may need to travel to attend competitions during the Season. To ensure Athlete attendance, security, health and safety, as well as cost-savings, HHASC has instituted the following Policy for local and long-distance competitions.

#### Competition Plan

For all competitions, each Team Coach is required to provide Members with a Competition Plan related to events in which the team or Athlete is participating.

The Competition Plan includes:

- a schedule for arrival, warm-up, competitions, support of other teams and return to parents;
- a list of Equipment and other things required for the competition;
- suggested foods for the Athlete to bring for the day;
- a schedule of all other activities in which the Athletes will be involved for any Away Meet;
- the name and contact information of any Chaperone appointed for the team; and
- any other special instructions or expectations of the Team Coach.

#### Local Meets

A Local Meet is a competition or event that does not require overnight travel in order for the Athlete to compete and is generally less than a two (2) hour drive from Georgetown, ON. In some instances, a Local Meet will occur over a weekend and the Athlete may be required to compete in more than one event, which is scheduled on different days. In such event, the Athletes and parents/guardians have the option to remain in the city of the competition, at their own cost/expense and provided they comply with the Competition Plan, advise the Team Coach of their hotel location and give the Team Coach their contact information.

For all Local Meets, where a Day Chaperone has not been appointed, parents/guardians must ensure:

- the Athlete:
  - arrives at the competition pool on time, as stated in the Competition Plan;
  - has all Equipment required to compete; and
  - has sufficient water and nutritional snacks for the day.
- the Coach:
  - has the parent/guardian's and/or Athlete's cell phone number in the event of any last minute changes;
  - is advised of any reason the Athlete will be late for or unable to attend the competition; and,
  - is advised of any issues affecting the Athlete's ability to compete.

#### Away Meets

An Away Meet is a competition event that requires overnight travel or an overnight stay in order for the Athlete to compete and takes more than two (2) hours to drive from Georgetown, ON to the competition.

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For Away Meets, the Club and its members will decide if traveling as a group is warranted. Should the Club travel together, the following will be expected:

- the safety and security of all Athlete's is a priority, requiring Athletes to use the "buddy system" and not go anywhere alone; club expectation is that their parent or guardian will be with them at all times outside of the meet
- at least one (1) Meet Chaperone will be appointed for each team
- the Head Coach will appoint a Head Chaperone if required
- transportation to and from the Away Meet and overnight accommodations for the Athletes are organized by the Travel Coordinator or Team Chaperone
- costs for travel, accommodation and food for each team (including the Team Coach and the Meet Chaperone) is divided equally between the number of Athletes on the team and paid for by the Members of Athletes attending the meet
- Head Chaperone will:
  - o be the key contact with Travel Coordinator for travel arrangements
  - o be the key contact with bus driver during Meet
  - o be the key resource for other chaperones concerning travel and accommodation issues during meet
  - o be the key contact with Travel Coordinator for travel arrangements
  - o determine rest stops en route to destinations as required
  - o determine pick up and drop off locations
  - o be the key contact with bus driver during Meet
  - o be the key contact for hotel/accommodation
  - o be they the key contact for Head Coach concerning any club wide schedule changes

Should the club choose not to travel together, all expenses incurred (transportation, accommodation, food, etc.) will be the responsibility of the parent/guardian of the Athlete. Athletes and parents/guardians are to provide Head Coach with their accommodation information in advance of the meet, along with updated contact numbers (including Emergency contact numbers).

### Athlete Expectations

Athletes are:

- expected to behave and show proper decorum throughout the competition;
- expected to represent HHASC with pride and respect;
- expected to follow the instructions of the Head Coach, Team Coach assigned to the team; and
- required to wear appropriate attire in public areas.

### **Return to Play**

Unexpected illness and injuries, including concussions can be serious and debilitating for the Athlete, however these illnesses or injuries do occur. Medical studies have repeatedly determined that early detection and treatment are essential for the Athlete's health and quickest return to sport. HHASC has adopted this Return to Play Policy to ensure the health and safety of its Athlete's and a clear guideline for managing an Athlete's return to artistic swimming following a significant injury or illness. During the pandemic (or other like situations) the athletic must follow all Public Health requirements and complete all necessary documentation as required by Ontario Artistic Swimming for return to play.

Significant Injury or Illness

HHASC defines a “significant injury or illness”, other than a head injury or concussion, as a medical condition requiring the Athlete to seek treatment from a medical professional and be absent from or unable to participate in artistic swimming activities, including but not limited to, broken bones, severe strains or sprains, major lacerations, respiratory incidents and mental health concerns. The length of time the Athlete is unable to participate in artistic swimming activities may vary depending on the type and severity of the illness or injury, the diagnosis and treatment plan of the medical professionals involved and other situational factors.

Protocol

If an Athlete becomes ill or injured during practice or competition, HHASC will implement the following protocol and procedures:

- the Athlete will be removed from the pool and assessed by the Coach, lifeguard and any other medical professional that is available for the nature and severity of the injury or illness
- together the Coach, lifeguard and medical professional (if available) will determine whether the Athlete can return to the pool, should be sent home or seen by emergency personnel or a physician; and
- the Coach will immediately contact the Athlete’s parent or guardian if additional or emergency medical intervention is required and will have someone remain with the Athlete until emergency assistance or the Athlete’s parent arrives, or otherwise, the Coach will advise the Athlete’s parent of the injury or illness at the end of the practice or competition.

Following a significant injury or illness, HHASC will implement the following principles and protocol for allowing the Athlete to return to the pool and participate in artistic swimming activities:

- the Head Coach, with the advice, consultation and participation of the Athlete, their parent(s)/guardian(s) and medical professionals will determine the best course of action for and capabilities of the Athlete, with emphasis being placed on the Athlete’s health, well-being and best interests having regard to all surrounding circumstances;
- the Athlete will not be able to return to the pool unless cleared to do so (in writing) by a medical professional, which may include verbal authorization by a medical professional available on site and approved by Ontario Artistic Swimming or Canada Artistic Swimming at a competition event;
- under no circumstances will the Athlete be forced to participate in practice or competitions in the event the Athlete and/or their parent(s)/guardian(s) do not want them to do so because of the nature, extent or severity of the Athlete’s significant injury or illness;
- the Athlete and/or their parent(s)/guardians are required to keep their Coach and the Head Coach apprised of the Athlete’s progress, abilities and any health concerns related to returning to the pool and at the discretion of the Head Coach, may be required to complete a form authorizing the Head Coach to obtain information directly from the medical professional(s) treating the Athlete;
- having regard to the recommendations established by the Athlete’s medical professional(s), the Athlete’s return to artistic swimming activities will be gradual and structured based on their

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- specific needs, including returning first to land training, permitted pool activities, out-of-pattern training, with in-pattern team training once approved to do so by their medical professional(s);
- the final determination of whether and the extent to which the Athlete may return to the pool and artistic swimming activities shall be in the absolute discretion of the Head Coach, based on and using the foregoing principles in making such decision.

### Head Injuries and Concussions

All Athletes are expected to complete the Head injuries and Concussion waiver forms.

Any Athlete who suffers a head injury or is suspected by a coach of having suffered a head injury during the Season must seek medical treatment. Parent(s)/guardian(s) are expected to keep the coach up-to-date regarding the Athlete's health and progress. The Athlete will not be able to return to full practice or competition until the coach has received confirmation in writing from a medical professional that they are able to do so.

HHASC and its members follow and comply with CAS Concussion Policy (<https://artisticswimming.ca/wp-content/uploads/2019/06/CAS-Concussion-Policy-June-17-2019-EN.pdf>) and OAS Concussion Policy (<https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/SSO-Concussion-Policy-17Jan2018.pdf>).

### **CAS Screening Policy**

HHASC and its members follow and comply with the CAS Screening Policy which may be found at: <https://artisticswimming.ca/wp-content/uploads/2019/03/CAS-Screening-Policy-Approved-4-Mar-2019-FINAL.pdf>. In all cases assume HHASC in addition to CAS.

Coaches and Members are not permitted to assume their duties without providing proof of a valid Criminal Record Check to the club registrar, who maintains a written record of its effective date.

For privacy reasons, the Club does not retain copies of any Criminal Record Checks. Criminal Record Checks remain valid for a period of five (5) years and are required to be re-obtained upon expiry.

### **Discrimination, Harassment and Violence Policy**

HHASC and its members follow and comply with the CAS Conduct Policy which may be found at: <https://artisticswimming.ca/wp-content/uploads/2020/01/CASConductPol7Jan20appd2.pdf>. In all cases assume HHASC in addition to CAS.

### Complaints

Any person (a "Complainant") who experiences or believes they has been the subject of Discrimination or Harassment (an "Incident") is encouraged to:

- advise the person engaging in the discriminatory or harassing behaviour (the "Aggressor") that his/her behaviour is unwelcome, unwarranted and contrary to this Non-Discrimination and Harassment Policy. Sometimes telling the Aggressor that his/her behaviour is unacceptable is enough to stop the behaviour;
- keep a detailed record of the Incident(s), including the date, time, location, name of other persons involved or witnesses and what was said or done; and



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- request a meeting with the Head Coach, Registrar or President to discuss the Incident.

### Investigation

Upon receiving notice of a complaint, the Registrar is required to:

- meet with the Complainant to discuss the Incident
- maintain the confidentiality of the Complainant, Incident and Aggressor, to the greatest extent possible, except where required by law or in the best interests of the public
- make a pre-determination of whether the circumstances of the Incident, as reported by the Complainant constitutes Discrimination or Harassment under this Policy
- assist the Complainant and Aggressor with pursuing an informal resolution of the Incident, if requested by and in the best interest of the Complainant
- investigate with the assistance of an Executive Director (an "Investigation"), where a pre-determination of Discrimination or Harassment that is not resolvable through an informal resolution has been made, which Investigation should include discussions with the Aggressor and any witnesses or other persons involved in the Incident
- seek the assistance of an independent third party in conducting a formal investigation of the Incident if there is more than one (1) Complainant, where the Incident is serious, extreme or repeated or where the Incident has been publicized to the media
- report the results of the investigation to the Board and to Ontario Artistic Swimming in the case of serious offence(s) of Discrimination or Harassment
- impose disciplinary measures on the Aggressor based on the severity of the Incident(s) and advise the Board and Ontario Artistic Swimming (as required) of same. Disciplinary Measures Following an Investigation that confirms an Incident of Discrimination or Harassment, the Board may impose any of the following disciplinary measures upon the Aggressor:
  - verbal or written warning
  - suspension from practice or competition, in the case of an Athlete
  - demotion or reduction in pay, in the case of a coach or employee
  - suspension with or without pay, in the case of a coach or employee
  - termination of employment; or
  - expulsion from membership in HHASC.

### Disciplinary Consideration

When considering the disciplinary measure(s) to be imposed upon the Aggressor, the Registrar should consider:

- the nature of the relationship between the Complainant and the Aggressor;
- the nature and severity of the Harassment or Discrimination;
- whether the Incident was an isolated event or part of an ongoing pattern;
- whether the Aggressor retaliated against the Complainant; and
- whether the Aggressor was cooperative during the Investigation and admitted responsibility.

### Other Considerations

If the Club President determines the complaint is vexatious, retaliatory or frivolous, the Board may impose disciplinary measures upon the Complainant.

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### Email Policy

Anti-spam legislation prohibits the unauthorized emailing of promotional and commercial information to email recipients. HHASC complies with the requirements set by law in maintaining its email databases and sending out emails. Member email addresses have been provided to HHASC in confidence and with the expectation that email addresses will not be sold or shared with others outside of the Club.

To ensure everyone's privacy and compliance with the law, Members shall not use the HHASC email address list for any email communication unrelated to HHASC matters.

Mass communication with other Members should be delivered through the Newsletter. Please send your member-wide message to the general email account: [hhsynchro@gmail.com](mailto:hhsynchro@gmail.com).

When communicating by email to any person in the Club, the following email etiquette protocols should be followed:

- email messages should not contain harsh, aggressive or offensive language
- email distribution should be limited to only relevant parties
- email messages to multiple parties should be kept to a minimum; and
- emails should be short and to the point, with questions directed to a particular person whenever possible

### Insufficient Funds Policy

Any Member cheque or payment issued to HHASC and not honored because of insufficient funds will automatically incur a \$35.00 service charge payable to HHASC. The service charge and payment will become immediately due and payable. HHASC reserves the right to suspend the Athlete's participation in practice and competition until the Member's account is brought into good standing.

HHASC may require a Member, who has defaulted twice on any payment during the Season, to provide alternate payment arrangements for the remainder of the Season. Alternate payment arrangements may include payment in cash, by bank draft, money order or certified cheque, as determined on a case-by-case basis by the Treasurer in consultation with the Head Coach.

### Multiple Athlete Policy

HHASC knows the cost to participate in artistic swimming can be expensive and Members may have more than one (1) Athlete interested in competing.

To assist Members having more than one (1) Athlete (excluding Masters swimmers) enrolled in HHASC:

- Fees will be discounted by ten percent (10%) up to a maximum discount of \$300.00 for Members with three (3) Athletes and a maximum discount of \$400.00 for Members with four (4) Athletes.

### Practice Cancellation Policy

Practices are essential for team and Athlete performance. Decisions to cancel practices are made based on circumstances, including holidays, coach unavailability, inclement weather, competitions and other Club events. Coaches must consult with the Head Coach prior to cancelling a practice for any reason. As much advance notice as possible will be given to Athletes and Members if a practice is or will be cancelled.

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The Club has limited pool practice times, which are pre-determined at the start of each Season and upon which team practices are scheduled. Because of this, the Club has limited ability to reschedule any and every cancelled practice.

The following protocols will be adhered to for rescheduling cancelled practices

- In the event a practice is cancelled because of coach unavailability and no suitable replacement coach is available, every effort will be made to reschedule the missed practice.
- Practices will not be rescheduled for any of the following circumstances:
  - o inclement weather or the threat of inclement weather
  - o participation in a team competition
  - o attendance at a Club event or demonstration
  - o Statutory or other recognized holidays

### Privacy and Confidentiality Policies

HHASC and its members follow and comply with the OAS Privacy Policy and the OAS Confidentiality policy which may be found at:

[https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Privacy\\_Policy-2.pdf](https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Privacy_Policy-2.pdf) and [https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Confidentiality\\_Policy-2.pdf](https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/Confidentiality_Policy-2.pdf) respectively. In all cases assume HHASC in addition to OAS.

How to Contact HHASC:

- The Head Coach and Registrar are accountable for the Club's compliance with both policies.
- Any questions or concerns regarding the Privacy Policy and or the Confidentiality Policy or the maintenance of personal information should be directed to the Registrar or Head Coach.

### Refund Policy

HHASC's refund policy is as follows:

Type of Payment	Refundable	Refund Terms
Sessional Recreational Fees	x	n/a
Full Year Recreational Fees	✓	At the discretion of the Board, in consultation with the Head Coach
Novice Fees	✓	At the discretion of the Board, in consultation with the Head Coach
Registration Deposit	x	n/a
Extra Programs (solo, duet, skills & drills)	✓	On a case-by-case basis, as determined by the Board in consultation with the Head Coach
Equipment and Competition Fees	✓	On a case-by-case basis, as determined by the Board in consultation with the Head Coach. These fees may include, but are not limited to: suits, practice equipment, competition registration fees, etc.)

### Social Media Policy

HHASC and its members follow and comply with the OAS Social Media Policy which may be found at: <https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/SSO-Social-Media-Policy-4April2018.pdf>. In all cases assume HHASC in addition to OAS.

### Weather Cancellation Policy

While attendance at practices and competitions is important, HHASC is committed to ensuring and will not compromise the safety of its Athletes, coaches and Members due to inclement weather conditions. The following protocols for cancellation of practice and competitions will be followed in the event of inclement weather:

#### Practice Pool Closure

The Head Coach will:

- contact the practice pool to determine whether a decision has been made to close it;
- notify the affected coaches, and the President of a pool closure; and
- email all affected families, notifying them of the pool closure.

If the pool is open, Team Coach(es) will:

- in consultation with the Head Coach, decide whether to cancel or continue with practice; and
- notify all affected families of the decision to cancel or continue with practice.

#### Competition Travel

The Head Coach will:

- determine whether Ontario Artistic Swimming has decided to cancel the competition
- in consultation with the President and affected coaches, decide whether to require Athletes to attend the competition
- notify Ontario Artistic Swimming of the Club's decision not to attend the competition; and
- notify the affected coaches of the Club's decision to attend or not attend the competition.