



Vernon Hills Swim Team Coaching Staff Code of Conduct

The purpose of the coaches' code of conduct is to establish consistent expectations for all members of the coaching staff of the Team. It is also intended to serve as a guide for promoting a positive team environment and fostering good sportsmanship.

As a coach, I understand the importance of my understanding of the below expectations and procedures to the growth of the program.

1. Attitude and Behavior

- Set a good example of respect and sportsmanship for participants and fans to follow.
- Respect officials and their judgment, and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Teach sportsmanship to all swimmers and require them to display good sportsmanship.
- Coach in a positive manner and refrain from using derogatory comments or abusive language.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always prioritize the well-being, health, and safety of swimmers above all other considerations, including performance development.

Always maintain a professional distance between the coach and the athlete. Any complaints of a coach violating the code of conduct should be brought to the attention of the head coach, his/her supervisor, and/or the club's president.

2. Professionalism

- a. Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- b. At meets, coaches are required to follow the Head Coach's apparel request.
- c. Arrive 15-20 minutes before a practice starts or at the scheduled time for a meet.
- d. Coaches are expected to be at every practice their group is training. *If unable to attend, the coach is responsible for finding a substitute and must communicate with the Head Coach with sufficient lead time.*
- e. Cell phone usage on deck is to be kept to a minimum. Text messages and phone calls are not necessary unless there is an emergency involving a family member or spouse. Attendance tracking will be conducted on phones or iPads via the Commit Swimming app.



3. Coach Professional Development

- Continue to seek and maintain their professional development in all areas in relation to coaching and teaching children.
- The head coach will encourage and support all certifications that may help you evolve as a coach (ASCA, NISCA).
- USA Coaching Membership Level 1 is the minimum requirement for all Turtles Swim Coaches doing USA Meets

4. Communication

- Coaches are required to stick around for 10 - 15 minutes to answer any questions from parents and athletes.
- The coach's email address will be posted on the website, along with their bio.
- If you've received an email from a parent, you are required to respond within 24-48 hrs. ***Please CC the Head Coach on any important email responses to ensure they are informed about any issues.***
- The Head Coach meeting with all coaches will be held at the beginning of the new season and at the Head Coach's discretion (approximately 1- 2 months) to help the program's progress.

5. Season, Weekly, & Workout Planning

- Follow the Season plan & weekly plans that the Head Coach has provided for you (The Head Coach will collaborate with the coaches of the group to finalize plans).
- All workouts will be written in the Commit workout manager. So the Head Coach can look through them and ask questions/or make any adjustments that he sees fit to the plan.
- Taking daily swimmers' attendance in Commit Swimming is a must. Not doing this could result in a disciplinary write up.
- The Head Coach will provide a list of drills for all coaches to follow. The purpose of this is to be on the same page with terminology, and the progression from one group to the next should be smooth; this is always open to feedback and collaboration.



Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor, Head Coach, and Vernon Hill Park District Athletics and Aquatics Supervisor.

Coach's Printed Name

Position

Coach's Signature(s)

Date

If a coach is currently employed by the Vernon Hills Park District, then they agree to follow this policy.

If a coach violates the Code of Conduct, they will be notified by the Head Coach. The Head Coach and the Vernon Hills Park District Athletics and Aquatics Supervisor will review the case. Depending on the severity of the infraction, they may recommend suspension from club activities (*without pay during the length of suspension*) or termination of employment with the Vernon Hills Park District.

In all cases, the Head Coach will communicate with the coach regarding the infraction and penalty. A meeting with the Head Coach and Vernon Hills Park District Athletics and Aquatics Supervisor may also be arranged. Such a meeting provides the opportunity for the coach to present their case. That meeting is final with no recourse.