



MIGHTY TRITONS AQUATIC CLUB HANDBOOK

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Abstract

This document provides information regarding the policies, procedures and code of conduct to MTAC swim team

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1 CONFIGURATION CONTROL

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V1.1	May 12, 2009	R. Madge	Small wording changes
V1.2	Aug 26, 2009	M.Vasquez	Changes to the following sections: 7.2 Added sentence to indicate how the quorum for the meetings is obtained and indicated when the agenda and minutes of the previous meeting have to be sent. 8.5 Audit section added 8.6 Liability section added 8.7 Loans section added
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V1.6	Aug 27,2018	Board April Kilfoyle	Changes to all sections.

Document Version Control

It is the responsibility of the readers to ensure they have the latest version of the document. Questions should be directed to the owner of the document.

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2 INTRODUCTION

2.1 Mission Statement

The mission of the MTAC Swim Club is to provide opportunities for individuals of every ability to reach their maximum potential in competitive swimming through a positive experience in the sport. To this end, MTAC:

1. Provides optimum instruction, training and competition for each swimmer, entry level to senior champion
2. Promotes an appreciation of commitment, dedication and discipline in the pursuit of personal goals
3. Encourages a high degree of sportsmanship and team spirit
4. Provides opportunities for positive social interaction and emotional growth

2.2 Club Affiliation

The Mighty Tritons Aquatic Club is a non-profit sport organization. MTAC is designated “competitive swimming”.

2.3 Club Structure

The Club’s programs are directed by the Head Coach through the professional coaching staff. Administration, policy and operational activities supporting the programs are planned and executed under the direction of a volunteer Board of Directors.

The ongoing success of the Club depends on the teamwork, dedication and supporting efforts of all involved.

2.4 Club Information

The Club address is:

700 Robertson Crescent
Milton, ON L9T 4V5

2.5 Handbook Revision

This handbook is reviewed annually prior to the commencement of the swim season and is revised as required. Your input and suggestions are both welcome and necessary. Please direct your comments to secretary@mightytritons.org.

3 CLUB ORGANIZATION

3.1 Volunteers

A key element in the continuing success of the Mighty Tritons Aquatic Club is a high level of participation by its members. This section of the handbook describes the organization of the

Club. As a member of the Mighty Tritons Aquatic Club, you can help the team through your commitment and effort as a volunteer in the Club's many activities. The many activities that are needed to support the Club's goals are outlined, including the scope, time and approximate level of commitment each involves.

With this information, each Club member can better appreciate the broad base of participation required to provide the support our athletes need if they are to have every opportunity to succeed. The organization of the Club as described by the Board positions and Team Functions is subject to change as required.

3.2 Board of Directors

The Club is guided in achieving its goals by a volunteer Board of Directors selected from the general membership and voted upon by the sitting Board. Board membership has no formal term limit but is contingent upon compliance with expectations and regulations as defined below. Board membership is un-paid.

The Board of Directors positions are: President, Treasurer, Registrar, Secretary, Administrator, Officials Chairperson and Board Member(s) at Large. The purpose of the Board is to act on behalf of the membership in pursuit of Club goals.

Achieving excellence requires one deliberate step at a time. It starts with the best possible mix of people, and an understanding that serving on the Board of Directors is a privilege and a responsibility.

The duties of the Board of Directors include:

- setting policy and Club procedures
- managing policy infractions and disciplinary action accordingly
- developing annual budget and fee structure
- establishing annual goals within a long-range performance plan
- evaluating organizational performance
- representing the Club in the community
- hiring and evaluation of the Head Coach and coaching staff
- coordinating fundraising activities to support the operating budget
- motivating Club members to become actively involved in the operation of the Club, including to become officials

3.2.1 Composition

The MTAC Board of Directors is composed of a minimum of six (6) to a maximum of ten (10) former or current Club members in good standing.

In order to ensure the suitable composition of the Board of Directors at all times, its structure, size and composition shall be periodically analyzed, setting out the relevant processes for identification and selection of candidates to be put forward, where applicable, as new members of the Board of Directors, where deemed necessary or appropriate.

With the exception of Founding members, multiple individuals per family are not permitted to hold concurrent board positions.

3.2.2 Voting Rights

All Board members hold a voting position. Voting members shall remain impartial to the best of their ability, and are expected to recuse themselves as required to maintain the integrity and overall impartiality of the Board of Directors as an entity.

3.2.3 Term

Board membership requires a minimum commitment of one calendar year from the date of election/approval, excluding the occurrence of extenuating circumstances. Board positions are not subject to term limitations.

3.2.4 Attendance

The Board of Directors will meet once per month during the swim season (ten [10] meetings, September through June) plus one preparatory meeting prior to season commencement and ad hoc meetings as required. Coaching staff may participate in the open portion of regularly scheduled Board meetings, as required.

Board members are required to attend a minimum of eight (8) board meetings per season and achieve an overall attendance rate of 80% including ad hoc meetings. Absences of more than two (2) consecutive regular meetings will initiate a Board review of the absentee member's continued participation on the board.

3.2.5 Quorum

Quorum for monthly meetings will be obtained with 60% of its members present.

3.2.6 Chair

Board of Directors meetings shall be presided over by the Chair of the Board. The role of Chair will be fulfilled on a rotating basis. The schedule will rotate every meeting; in the event the scheduled Chair is prevented from fulfilling their specific obligation, the rotation will move forward to the next scheduled Chair.

The Chair is responsible at each board meeting for managing the flow of discussion, adhering to the agenda and calling official votes.

3.2.7 Agenda and Meeting Minutes

The agenda will be circulated one week prior to the next meeting. Closed sessions require a separate agenda. Meeting minutes will be distributed by the Club Secretary or a designate within three (3) business days following each meeting.

Any general member wishing to make a presentation to the Board or wishing to have a specific item placed on the agenda for Board discussion/review is advised to contact the Club Secretary in advance via email.

3.2.8 Roles and Responsibilities

Following are thumbnail descriptions of the various Board roles. While certain positions such as President, Registrar, Secretary and Treasurer will always be filled, the exact roles filled by other board members will vary from season to season based on Club demands.

3.2.8.1 President

Directs the overall policies and affairs of the Club, subject to the direction of the executive board; represents the Club to the town of Milton, the Central Ontario Swimming Association and Swim Ontario; represents the Club to the local media and the business community in matters of sponsorship and public affairs.

3.2.8.2 Registrar

Supervises and is responsible for the proper registration of all swimmers within the club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

3.2.8.3 Secretary

Maintains the seal of the Corporation, the official minutes book and all records, correspondence and documents of the Corporation. May also act as Club Registrar or Club Administrator.

3.2.8.4 Treasurer

Develops implements and controls all required budgets, accounting procedures and financial reports in accordance with the law, generally accepted accounting principles and good business management practices.

3.2.9 Code of Conduct

Board members are bound by the Mighty Tritons Aquatic Club Board of Directors – Member Commitment (see Appendix “C”), which every member is required to sign and submit at the commencement of every season. Member Commitments are collected and maintained by the Club Administrator.

3.2.10 Discipline of Members

The Board of Directors has the authority to suspend or expel any member from the Board for any one or more of the following grounds:

- violating any provision of the articles, by-laws, or written policies of the Club;
- carrying out any conduct which may be detrimental to the Club as determined by the board in its sole discretion;
- for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the mission, vision and values of the Club.

In the event that the board determines that a member should be suspended or expelled from membership on the Board of Directors, the board will provide ten (10) days written notice of the pending suspension or expulsion to the member, which includes an outline of the grounds on

which the action is being taken. The member may make written submissions to the board in response to the notice received within that ten (10) day period. In the event that no written submissions are received, the board may proceed to confirm the member's suspension or expulsion from the board. If written submissions are received in accordance with this section the board will consider such submissions in arriving at a final decision, which may include individual and group discussions with the subject member, and will notify the member concerning their final decision within a further five (5) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

3.2.11 Termination

Board membership in the Club is terminated when:

- the member dies;
- a member fails to maintain any qualifications for membership described in Section 3.1.1 of this handbook;
- the member resigns by delivering a written resignation to the Club president in which case such resignation shall be effective on the date specified in the resignation;
- the member is expelled in accordance with Section 3.1.10 or is otherwise terminated in accordance with the by-laws or by failure to fulfill obligation outlined in the Board of Directors – Member Commitment (Appendix "C"); or
- the Club is dissolved or ceases to exist.

3.3 Team Functions

To complement to the Board of Directors are various Team Function positions that plan, organize and direct the activities of the Club.

This is accomplished through the recruitment of volunteers from the general membership to address the various activities that support the Club's goals. Volunteers performing the various functions will report on a regular basis to the executive board members.

Individuals will be appointed to perform the following functions:

- Officials Chairperson
- Fundraising
- Swim-A-Thon
- Apparel/Equipment
- Marketing/Advertising
- Communications Coordinator
- Social Media Coordinator
- Events Coordinator

4 COMMUNICATIONS

4.1 General

It is the responsibility of each family to be informed about Club operations, policies and requirements. Information is accessible via the Club website, social media channels (Facebook and Twitter) and through direct email communications.

4.2 Coach, Swimmer and Parents

Perhaps the most important communication is that which occurs in the triangle between the swimmer, parent, and coach.

Parents are encouraged to speak directly with their swimmer's coach to discuss their athlete's goals, clarify training and meet expectations, and to discuss any issues that may arise. Please contact your coach by email to arrange a meeting.

4.2.1 Escalation

Any Club member with a concern they feel needs to be addressed is advised to contact any of these escalation points:

1. Discuss the situation with the coach of the swimmer's group
2. Discuss the situation with the Head Coach
3. Discuss the situation with the President and through them, the Board.

4.3 Website and Contact Information

The MTAC website, social media channels, and email communications are to be considered information sources concerning schedule changes, upcoming meets, fundraising activities, team performance, articles of interest and other important information for all Club members.

Website URL: www.mightytritons.org

President: president@mightytritons.org

Registrar: registrar@mightytritons.org

Secretary: secretary@mightytritons.org

Information: info@mightytritons.org

Head Coach: headcoach@mightytritons.org

5 SWIM PROGRAMS

5.1 General

The Club programs are designed to support the Club's mission statement with respect to excellence in competitive swimming. Identifying and developing competitive talent to enter these programs is ongoing through the entry program to senior levels.

5.2 Entry Level (1 & 2)

The earliest entry levels will primarily involve lots of active fun play in the water, along with teaching of the body position basics of the Fundamentals. Freestyle, Backstroke and Breaststroke will be taught.

Entry 2 will involve active fun play, as well as more fundamentals, including breathing, arm position, recovery and kicking. The four strokes will be taught, although Butterfly techniques may be restricted to kick and body position.

5.3 Entry Level (3)

In this level our swimmers will continue to have fun, and to improve upon the fundamentals behind various technical aspects of swimming, including starts and turns. In addition, this level will learn to compete through attendance at low-pressure developmental meets.

5.4 Novice Level

This group is slightly advanced past the entry level programs. The workouts will still involve active fun play, although the emphasis will shift towards achieving and recognizing the benefits of strong fundamentals.

In addition, swimmers will be able to attend full competition meets, and will learn to challenge themselves with slightly longer and more difficult training and competition sessions.

5.5 Junior Level

This group will incorporate Learning to Train and Training to Train with a small element of Training to Compete. All swimmers will be expected to know and train in all four strokes.

Fun will still be a prominent component, although more and more the fun elements will be provided through activities that also promote fitness.

5.6 Senior Recreational

This group will train 1-3 times per week. The emphasis for this group will be on 'Training to Train' with a small component of 'Training to Compete'. All swimmers will be expected to know and train in all four strokes.

Elements of fun will still be provided, and will be incorporated into strength and endurance-based activities. This group is also appropriate for late starters.

5.7 Senior Level

This group is expected to have a reasonable amount of history and experience in the sport. The workouts here will include primarily 'Training to Compete' with a little 'Training to Win'.

All swimmers will be expected to know and train in all four strokes. Elements of fun will still be provided, and will be incorporated into strength and endurance-based activities.

5.8 Changing Levels

Advancement can take place at any time throughout the year, and is initiated when the Level Coach for the swimmer's current group feels that the swimmer is physically, mentally and emotionally prepared for the next level. This initiation process includes consultation between swimmer, coaches and parents.

When desired, a swimmer may "try out" the higher level by "swimming up" with that group for one week. At the end of that week, the new coach, swimmer and parents can meet to discuss the experience and determine if the promotion should be made permanent.

During the transition period, the coach of the lower level will remain the swimmer's coach of record for meet entries and other general matters.

6 SWIM MEETS

The Coaches will develop yearly programs which will include strategically placed swim meets as part of swimmer development.

6.1 Meet Fees

For competitive swimmers, meet fees are incurred whenever swimmers attend a meet.

Meet fees are embedded in the [Fee Schedule](#), and are applied to the swimmer's account on a monthly basis. This account is debited on a per-meet basis.

Meet fees are charged by the host Club based on entries as of the specified scratch deadline. After this deadline, meet fees will apply to any scratches or withdrawals of swimmers, regardless of reason, and the swimmer's account will be debited accordingly. In order to avoid unnecessary meet fees, families are encouraged to submit all scratch requests in writing at least one full day before the scratch deadline.

Should a swimmer exceed their annual meet fee amount prior to the end of the season, they may be asked to pay additional meet fees before they are registered to swim in further meets. Any unused meet fees will be returned at the completion of the season.

Non-competitive swimmers may only attend one competitive meet per year, as per Swim Ontario rules. Meet fees will be collected separately and directly based on the cost charged to us by the host Club.

7 CLUB BY-LAWS

7.1 Membership

Refer to the registration package for the current season for actual dollar amounts. Fees are established by the Executive Board prior to registration in September.

7.1.1 Registration Fees

The registration fee includes Swim Ontario registration as either a “competitive” or “non-competitive” swimmer and includes the mandatory Swim Ontario insurance coverage. The registration fee is payable in full at the time of registration and is non-refundable.

7.1.2 Swim Fee

Refer to the fee schedule for the current season. See “Payment of Fees” following.

7.1.3 Payment of Fees

Any applicable registration fee is payable in full at time of registration and is non-refundable. New members will be accepted upon payment of the full registration fee and payment of a pro-rated training fee.

7.1.4 Multi-swimmer family discount

Families with two or more swimmers enrolled concurrently, regardless of level, will receive a 10% Training Fee discount per athlete for the second and all consecutive swimmers. Registration fees are dictated by Swim Ontario and therefore not eligible for discount.

7.1.5 Mid-season pro-rating of fees

The registration fee is payable in full on the date of enrollment. Training fees are determined by level and pro-rated based on the duration of the respective swim season.

7.1.6 Refunds

Refunds will be granted at the discretion of the Board upon written application to the Club Registrar. An administration fee of \$25.00 will be deducted from any refund. There will be no refunds after February 1st.

7.1.6.1 Refunds for Medical reasons

Refunds will be granted at the discretion of the Board upon written application to the Club Registrar, accompanied by a letter from a medical doctor, describing the nature of the illness.

Such applications will be considered where the swimmer is unable to train for a minimum of one (1) month due to medical reasons. Administration fees do not apply to refunds granted under this policy. Refunds are applicable to training fees only. Registration fees are established by Swim Ontario and are non-refundable.

7.1.7 Fee Reductions

There will be no reduction in fees for a swimmer who does not participate in all training sessions or who desires a leave of absence from training, except for validated medical reasons as described in section 7.1.6.1.

7.2 Accounting

A Club account is established for each family to track meet entry fees, travel and other charges.

- A member's account must be in good standing from the previous season before registration will be accepted for the current season.
- No returning swimmer is permitted to participate in Club activities until registered.
- Interest charges of 2% per month will be applied on any account balance 30 days or more overdue.
- Families with an account balance 30 days overdue will not be able to vote at the semi-annual General Meeting; nor will their swimmers be permitted to swim until such time as the balance is paid in full and the account restored to good standing.
- Families with an account balance 60 days overdue may be suspended from the Club.
- Families with any outstanding account balance will not be permitted to register for the following season or session until their account is paid in full.
- Concerns about accounts or finances should be directed to the Club Registrar.

7.3 Fundraising

The Club requires that additional funds be generated over and above the Training Fee.

7.3.1 Swim-a-Thon

Swim Ontario conducts a Swim-a-Thon program each year, in which member Clubs must participate.

Swim Ontario assesses and collects from member Clubs, a fixed amount per swimmer. Funds raised in addition to this fixed assessment are applied to the general account of the Club to support various Club activities and general expenses. At or about the end of January, each family is provided an electronic Swim-a-Thon package containing details of the campaign and pledge sheets.

During February and March, swimmers have the opportunity to collect pledges against a distance to be swum. The Swim-a-Thon event is limited to a maximum of 200 short course lengths (5000 meters) or 2 hours. After the event swimmers collect all pledges and remit to the Club.

Income tax receipts for charitable donations will be issued by Swim Ontario to all individuals contributing in excess of a pre-determined minimum amount (typically \$5 or \$10).

7.3.2 General Fundraising

The Club will organize ongoing fundraising events throughout the season. Members are asked to participate. Suggestions and ideas are welcome.

7.4 Audits

An audit of the accounting records will be performed by a licensed auditor every 5 years.

7.5 Liability

The organization holds harmless its Directors and/or Officers.

7.6 Loans

The organization will not make loans to members, Directors or Coaching staff on behalf of the organization.

7.7 Additions and Amendments

These by-laws maybe amended in the following manner:

- Any addition to the standard by-laws approved by the Club must be in the form of either a new sub-section under the proper section, or a new section.
- All additions to the standard by-laws must not conflict with such standard by-laws already set forth.
- Proposed amendments must be submitted in writing and passed by two-thirds majority vote of the members present at a General Meeting.

8 RESPONSIBILITIES

8.1 Swimmers

In our pursuit of excellence, MTAC aims to create programs that provide opportunities for all our swimmers to succeed. Welcome to our team. We're glad to have you along. Working with your coach and squad members, you must take responsibility for developing and achieving your goals.

You represent the Mighty Tritons Aquatic Club at daily practices, at local and distance swim meets, at training camps, on deck, and while traveling. You will conduct yourself in a positive and responsible manner. Any swimmer who violates these rules may be sent home immediately at the cost of that swimmer.

Part of your responsibility is to adhere to the following team goals, philosophies and rules:

-
- **Respect** yourself, your teammates, coaches, and officials. Treat everyone, including yourself, with respect, dignity, and consideration. Respect everyone's, including your own, right to pursue goals consistent with team purpose.
 - **Acknowledge** every team member. In our program, everyone counts. No one is invisible. Everyone is noticed and appreciated. Each MTAC member is important and everyone has the opportunity to participate and contribute. Your support of all team members is expected.
 - **Value** excellence in swimming. Train hard, prepare well and race fast. Seek out difficult challenges. Swim more, harder and better. Behave as if you want to train and you want to race. If you encounter doubts or fears, talk to your coach about them. Do not mask them and do not express them in a way that could cause others to doubt or fear.
 - **Contribute** to our program and our mission.
 - **Support and encourage** everyone's quest for excellence.
 - **Challenge** everyone to work to achieve excellence.

8.1.1 Be an advocate for MTAC

Say positive things about our program, our staff and our team members. If you notice things that could be improved, raise the issue appropriately with your coach or the head coach, but always be a positive role model for MTAC to the swimming world. Look and behave like the united team that we all want to be part of.

8.1.2 Make it fun

Enjoy your swimming. Express your enjoyment of training and competing. Talk up the fun. Make the pursuit of excellence fun – don't have fun at the expense of pursuing swimming excellence.

8.1.3 Stay positive

Direct positivity towards your teammates at any time – do what you can to help them get in the "zone" to swim their very best.

8.1.4 Accept positivity from others

Accept respect, support, encouragement, compliments and challenges. Express your appreciation to those who offer it.

8.1.5 Keep moving toward swimming excellence

Show your winning outlook through committed physical and mental work ethic, team spirit and positive attitude. Inaction is unacceptable. Keep moving forward.

8.1.6 Stay on track

Occasionally you may be inattentive or distracted and slip off track. Stay focused and help your team mates stay focused.

8.1.7 Harassment

Harassment is not tolerated. MTAC has and follows a detailed anti-harassment policy. Access it below and on our website.

8.2 Parents

Participation in the sport of swimming provides many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows them to experience success and to learn how to deal with defeat in a healthy environment. Parents need to help maintain that healthy environment.

As parents, your primary responsibility is to provide a stable, loving and supportive environment and to watch your swimmer develop in the sport. Show your interest by bringing your swimmer to practice and by coming to meets.

Parents are active participants on their child's "Club" and they contribute to the success experienced by their swimmer. Parents serve as role models and children usually reflect their parents' attitudes. Be aware of this: be positive and show good sportsmanship at all times toward coaches, officials, opponents, teammates and other MTAC parents.

8.2.1 Be enthusiastic and supportive

Remember that your child is the swimmer. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your personal standards and goals on your swimmer. Do not pressure your child to win or achieve best times. The most important part of your child's swimming experience is that they learn about themselves while enjoying the sport.

8.2.2 Let the Coach, coach

The best way to help a child achieve their goals and reduce their natural fear of failure is through positive reinforcement. No one likes to make mistakes. If your child does make one, remember that they are still learning. Encourage effort and point out the things that are done well. Our trained coaches will handle the rest.

8.2.3 Be on time

As in all sports, there are many events that your child must attend: practices, team meetings, competitions and special events. Start times are very important to ensure that maximum benefit is gained from the training program. Late arrivals affect everyone. If your child is going to be late or miss practice, let the coach know.

Similarly, we expect that parents are on time to pick up the swimmers after practice. Coaches are not responsible for swimmers once they exit the pool deck, and will not remain onsite after practice concludes.

8.2.4 Get involved

This does not mean you have to volunteer for everything, but do get involved in the operation of our Club. It is important that you attend meetings, especially the Annual General Meeting, to

become aware of the Club's business affairs. You may have expertise that would help in some area of Club operation; please volunteer. Our Club relies on the enthusiasm, commitment and ongoing support of volunteers to help keep swimming affordable.

8.2.5 Support Club values

We value work ethic, integrity, loyalty, individual productivity, team spirit, mutual respect, courtesy, personal responsibility, accountability and positive participation.

8.2.6 Meet cancellations and special considerations

Parents are responsible to withdraw their swimmers from meets by the specified scratch deadline(s). This information must be given to the your swimmer's coach prior to the meet cancellation deadline in order to avoid participation fees.

8.2.7 Swim meets

Swimmers must arrive on time and fully prepared to participate in each meet. Preparation includes appropriate swimwear and equipment, footwear, clothing, and food and water suitable for meet demands. Coaching staff are not responsible for swimmers outside the pool deck.

8.3 Coaches Responsibilities

The successful operation of our Swim Club is based on a partnership between swimmers, coaches and parents.

Among other responsibilities, Coaches:

- Determine philosophy, program and curriculum guidelines
- Determine swimmer placement in program levels
- Operate programming within MTAC policies
- Ensure that all swimmers follow Club policies
- Behave in a manner that is consistent with the Code of Conduct of the Canadian Swim Coaches and Teachers Association, and with MTAC policies
- Maintain and enhance knowledge and skills through continuing education
- Complete and submit bursary for government when applicable for courses/training taken
- Are punctual and attentive for workouts
- Communicate with parents to share concerns
- Conduct parent meetings as required

9 CODE OF CONDUCT

9.1 Swimmers

Swimmers of the Mighty Tritons Aquatic Club represent themselves, the Club, the sport of swimming and their community when they train, compete and travel to swim meets/events.

The Club strives to maintain a conduct that will make us proud of our sport and our swimmers. Therefore, all individuals in Club will be expected to abide by the following Code of Conduct.

The Code of Conduct (Appendix “A”) is in effect for the entire swimming season. Everyone signing the Code of Conduct agrees that s/he will abide by it as a representative of the Mighty Tritons Aquatic Club. Infractions of the Code of Conduct may result in disciplinary action.

9.1.1 Conduct Expectation

Throughout the season, every swimmer is expected to:

- Arrive on time for every practice and competition
- Attend each swim practices and Club events with all equipment that I need
- Follow coaching instructions at practices and competitions
- Strive to be my best and always be ready, willing and able to participate in all practices and competitions to the best of my ability
- Recognize that swimming is a team sport and that I should help my teammates strive to be their best and reach their personal goals
- Behave respectfully towards my coaches, my teammates, swim officials and fellow competitors at all times
- Behave in a positive manner when representing The Mighty Tritons Aquatic Club
- Not participate in unacceptable behaviour, such as swearing or bullying others, or any illegal activities
- Be a positive role model to other Mighty Tritons swimmers, especially swimmers younger than me, and
- Use social networking safely and responsibly when involved in any team activity, by:
 - never sharing embarrassing, naked or partially clothed photos of myself or my teammates
 - respecting the privacy of MTAC members
 - not sharing the personal information of my teammates without their permission
 - not using the Internet or social media to humiliate, embarrass or misrepresent myself or my teammates, and
 - not forwarding mean messages or allowing someone to be bullied or harassed by others online, but will instead tell my parents or coaches right away.

9.1.1.1 During Training

- Obey all pool regulations
- Be on deck at least 10 minutes prior to the start of workout
- Report to the coach when you are late, or if you need to leave early
- Phone or e-mail your coach if you are unable to attend a practice or if you’ll be late
- Do not enter the water until directed by the coach
- Do not use diving boards unless given permission by the coaches
- Attend all scheduled workouts on a regular basis

9.1.1.2 During Competition Travel

- Be proud of our team unity and team spirit
- Dress in team colours whenever possible
- Be polite with people in public facilities
- No drugs
- No alcohol

9.1.1.3 During Swim Meets

- Report to your coach 15 minutes prior to warm-up
- Be ready and on deck 15 minutes before each of your events
- Remain in the designated Club area
- Dress in team colours whenever possible
- Respect the decision of officials; only coaches may protest
- Mark all personal belongings with your name and be responsible for them
- Attendance at finals is compulsory
- Do not leave the deck without permission from your coach
- Swimmers are responsible for any damages they cause – these will be charged to your account
- Be polite and respectful to officials, Meet and Club volunteers and coaches at all times

9.2 Officials Code of Conduct

The following situations are problems that arise most often at swim meets. It is hoped that by observing the suggestions accompanying them, swim meets will run more efficiently with better qualified officials, to the advantage of the swimmers.

- Have a positive attitude when going to work at a meet.
- Be at the pool and ready to work 30 minutes or more before the session is scheduled to begin.
- Report promptly to the official's area and sign in--this lets the Referee know that you have arrived. Remain in that area and await instruction or deployment.
- Accept an assignment to officiate at a meet only if you intend to honour that commitment. If for any reason you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. Never be a "no show".
- Accept the assignment you have been given at a meet. The Meet Manager or Referee has placed you there for a reason. If you find yourself working the same position repeatedly, a request to the Referee will usually correct the situation.
- When you arrive at your assigned station for the session, do not leave your post for any reason unless so instructed by the Meet Manager or Referee. Be in the right position to carry out your assigned duties.
- In many cases, you will be officiating at a meet where your son/daughter will be competing. If it is your intention to leave the pool deck when your swimmer's competition is complete, speak to the Referee in advance to arrange for a replacement. Never leave the deck in the middle of the session without someone to replace you.
- Know the rules thoroughly as they apply to your assigned position. It is not a waste of time to review the pertinent rules and sections in the rule book prior to the session.
- Officials and officiating should be as unobtrusive and inconspicuous as possible. Do not be overly "officious" in your authority, particularly as it applies to stroke and turn judging and refereeing.

Keep in mind that swim meets are held for swimmers and you, as an official, are there to assist them by providing adequate technical supervision for the meet. You must act in such a manner as to ensure that no swimmer gains an unfair advantage over another. Also remember that inattentive or inefficient officiating is unfair to the swimmers too. You are there to serve in the best interests of each participant.

9.2.1 Professional Conduct

- Officials shall conduct themselves in a socially acceptable manner
- Language must be inoffensive
- Appropriate dress code is whites, preferably long pants, though knee-length shorts or skirts may also be acceptable. Please defer to Meet Manager preferences
- Accept the assignment you have been given at a meet and execute your role with a positive attitude in an unobtrusive and inconspicuous manner. Do not leave your assigned position unless instructed or you have a replacement.
- Be impartial in judgment, appearance and deportment.
- Do not argue or enter into hostile communication over decisions on the pool deck.
- There shall be no intentional physical contact with swimmers, coaches, parents or other officials in the context of officiating or in disputes arising out of competition.

9.3 Parent Code of Conduct

As active and engaged members of the MTAC community, parents, like their swimmers, represent themselves, the Club, the sport of swimming and their community when they accompany their athletes to practice, competition and Club events. (see also: Appendix “B”)

9.3.1 Conduct Expectation

- Encourage my swimmer to be ready, willing and able to participate in practices and competitions to the best of their ability
- Inform the coaches in the event my swimmer is going to be late or absent
- Provide at least 30 minutes notice to coaching staff along with the reason for lateness/absenteeism
- Ensure my swimmer arrives on time to every practice and competition
- Not communicate with my swimmer or their coaches during practice, other than for health or safety reasons
- Support my swimmer’s coach(es)
- Refrain from interfering with the coaching process
- Treat officials with respect
- Keep apprised of Club activities by regularly checking the team’s website/Facebook page and by reading communications
- Pay all fees according to schedule
- Help promote and support the Club and the sport of swimming
- Help my swimmer understand that success is much more than winning
- Refrain from negative discussions regarding the performance and behaviour of other swimmers, coaches and officials at all times
- Refrain from entering the pool deck area at any time
- Acknowledge the right of coaching staff to expel trespassers from the pool deck during practice
- Be responsible for my swimmer until they enter the pool deck and immediately after leaving the pool deck
- Understand and acknowledge that the coaching staff are not responsible for my child once they have left the pool deck, and will not remain on site following practice
- Ensure that my swimmer’s coach is aware of any physical or other limitation that may impact my swimmer’s participation in the sport, and

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- Encourage and enjoy watching my swimmer practice and compete from designated areas

9.3.1.1 During Swim Meets

- Respect the decision of officials; only coaches may protest
- Attendance at finals is compulsory
- Be polite and respectful to officials, Meet and Club volunteers and coaches at all times
- Be responsible for your swimmer(s) at all times when they are not on the pool deck

9.4 Anti-Harassment Policy

Harassment in any form is not tolerated by the Mighty Tritons Aquatic Club. Whether it occurs between swimmers, parents, or coaches, or any vector therein, complaints are taken seriously.

In June 1997, Swimming/Natation Canada developed a national policy that defined harassment and suggested procedures to be followed in dealing with complaints. This policy is considered a “living” document and is the basis for the MTAC Anti-Harassment Policy. The most recent version of this policy can be found [here](#).

9.4.1 Definition

Harassment can generally be defined as comments or conduct, directed toward an individual or group of individuals that is insulting, intimidating, humiliating, hurtful, malicious, degrading or offensive.

Types of behaviour that constitute harassment include, but are not limited to:

- Written or verbal abuse or threats
- The display of visual material which is offensive or which one ought to know is offensive
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person’s looks, body, attire, age, race, religion, sex, gender or sexual orientation
- Leering or other suggestive or obscene gestures or comments
- Condescending, paternalistic or patronizing behaviour which is intended to undermine self esteem, diminish performance or adversely affect working conditions
- Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety or negatively affect performance
- Vandalism
- Unwanted physical contact including touching, petting, pinching or kissing
- Unwelcome sexual remarks, flirtations, advances, requests or invitations
- Physical or sexual assault

MTAC is committed to providing a quality sport experience for all its members, staff, and volunteers. Therefore, MTAC does not tolerate any form of harassment, i.e. zero tolerance. Zero tolerance is defined as meaning that no level of harassment is acceptable.

MTAC will also not accept a hostile atmosphere. This may be defined as an atmosphere of tolerance for behaviour, language, or treatment of individuals which undermines their personal power, creates personal discomfort, or jeopardizes their athletic and/or career aspirations.

MTAC will act quickly on any complaint of harassment with the goal of resolving the situation fairly and preventing future occurrences.

9.4.2 Confidentiality

MTAC recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be distressing to be wrongly accused of harassment. The Club recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential, except where such disclosure is required by law.

9.4.3 Complaint Procedure

A person who experiences harassment is encouraged to make it known to the Respondent that the behaviour is unwelcome, offensive and contrary to MTAC policy.

If confronting the Respondent is not possible, or if after confronting the Respondent the harassment continues, the Complainant should seek the advice of a Club official (for purposes of this policy, an official may be the Head Coach, the Board President or an active member of the Board of Directors). A preliminary written report will be prepared by the official at the time of consultation. The official may offer advice in a one-on-one context prior to the receipt of a written complaint.

Upon receiving the preliminary complaint, the official will obtain a written statement from the Complainant outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.

A meeting should be held between the official and the Complainant, to inform the Complainant of:

- the options of pursuing an informal resolution to the complaint;
- the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the availability of counseling and other resources;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice (a parent, a coach, legal counsel) at any stage in the complaint process;
- other avenues of recourse, including the right to file a complaint with the Ontario Human Rights Commission or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.

Following the initial meeting between the Complainant and the official, the official will file a formal briefing with the Board of Directors, and the Head Coach. At this time, the Board President may reassign the complaint process to themselves, the Head Coach, any active board member, or any combination thereof. Furthermore, any of the following steps may be taken:

- if the Complainant and the official(s) agree that the conduct does not constitute harassment, the official(s) will take a no further action but a written record of the mutual resolution will be recorded and kept on file.
- if the Complainant wishes to proceed with a complaint investigation, the official(s) will proceed with the investigation.

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- if the official(s) conclude that the alleged behaviour constitutes harassment but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:
 - a) if the Complainant wishes to pursue an informal resolution of the complaint, the official(s) will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;
 - b) if the Complainant does not wish to pursue an informal resolution of the complaint, the official(s) may, nevertheless, take either of the following steps:
 - i. the official(s) may meet with the Respondent with a view to obtaining an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the official(s) will make every reasonable effort to protect the identity of the Complainant.
 - ii. if the official(s) is/are satisfied that the complaint has been resolved through this informal process, the official(s) will take no further action on the complaint.
 - iii. if the official(s) is/are not satisfied that the complaint has been resolved through this informal process, then the official(s) may engage the full Board of Directors and external resources as required.

9.4.4 Investigation by the official

The official(s) will: a) review and clarify the Complainant's written complaint; b) give a written copy of the Investigation Report to the Respondent and the Complainant.

Where the official(s) give a copy of the written complaint to the Respondent, the official(s) will include with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by a person of choice (a parent, a coach, legal counsel) at any stage in the process when the Respondent is required or entitled to be present.

The Respondent will be requested to provide a written response to the official(s) within five (5) days of receiving the written complaint. If there are special circumstances, the official(s) may extend the time for response.

The official(s) will receive and clarify, if necessary, the response from the Respondent.

All investigations stemming from this complaint will follow the principles of natural justice, which state that:

- everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- the issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
- the accused has a right to have a representative present their case;
- relevant information must be available to all parties;
- the accused has the right to call and cross-examine witnesses;
- the accused has the right to a written decision following the judgement;
- the accused has the right to appeal a decision (if there are grounds);
- the official(s) have a duty to listen fairly to both sides and to reach a decision unaffected by bias;

The Investigation Report from the official(s) should contain:

- a. a summary of the relevant facts;
- b. a determination as to whether the acts in question constitute harassment as defined in this policy;
- c. if the act(s) constitute harassment, a recommended disciplinary action against the Respondent.

When recommending disciplinary action to be taken, the official(s) will consider such factors as:

- the nature of the harassment;
- whether the harassment involved any physical contact;
- if the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between the Complainant and the Respondent;
- the age of the Complainant and/or Respondent;
- whether the Respondent had been involved in previous harassment incidents;
- whether the Respondent retaliated against the Complainant;
- any changes of official(s) and/or persons completing the investigation.

If the investigation determines that the Respondent has engaged in conduct constituting harassment, the Board of Directors will order such disciplinary action to be taken against the Respondent as it determines to be appropriate under the circumstances. Said disciplinary action may include, but is not limited to:

- a verbal apology, witnessed by an official;
- a written apology;
- a letter of reprimand from MTAC;
- removal of certain privileges of membership or employment;
- temporary suspension, in the case of employees with or without pay
- termination of employment or contract;
- expulsion from membership;
- a combination of actions outlined.

The Board of Directors will, not more than ten (10) days after it makes its decision, send a written notice of the decision to the Complainant and the Respondent.

9.4.5 Appeals

A Complainant or Respondent who is dissatisfied with the decision of the MTAC Board of Directors may send a letter, which must be sent and received by MTAC within 14 days to notify the Board President of this fact. Having received this letter within the proper time period, the Board President will consider an appeal hearing after consulting with the Board of Directors.

If the board determines the appeal request has merit, the Complainant must be notified an appeal has been initiated. The Board President may then call an Appeal Meeting with the Respondent, including no more than two representatives of the Respondent's choosing, the Head Coach, and no more than two active board members of the Board President's selection. This meeting will take place within 30 days of receipt of the appeal request.

Once this Appeal Committee meeting has taken place and the Board President, board members and Head Coach have deliberated their findings, a decision will be conveyed to the Respondent and the Complainant in written notice. The decision from the committee is binding and no further appeal is permitted.

9.4.6 Minors

If the Complainant is a minor, the complaint may be brought forward by a Responsible Adult. The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:

- making a complaint;
- receiving all notices on behalf of the Complainant;
- being present at all dealings with the Complainant.

If the Respondent is a minor, the following will apply:

- if the official(s) are attempting an informal resolution of the complaint; the official(s) may speak to the Respondent directly concerning the complaint provided that, prior to the speaking to the Respondent; the official(s) inform the Respondent that they may have a Responsible Adult present during the meeting.
- if the complaint is referred for investigation:
 - a. a copy of the written complaint will be forwarded to a parent or guardian of the Respondent if such a person is known;
 - b. the Respondent will be advised that they have the right to be represented by a Responsible Adult;
 - i. the Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including: responding to a written complaint, receiving all notices on behalf of the Respondent, and being present at all dealings with the Respondent.

9.4.7 Application of policy

This policy applies to all members, employees, directors, volunteers, coaches, athletes, and officials of the Mighty Tritons Aquatic Club. MTAC encourages the reporting of all incidents of harassment, regardless of who the offender may be.

This policy applies to harassment which may occur during the course of all MTAC business, activities, and events when such harassment adversely affects relationships within MTAC work and sport environment.

9.4.8 Duty to report

This section of the policy only relates to the harassment of MTAC swimmers who are minors by another MTAC swimmer, who may also be a minor. The legal requirement to report suspected child abuse is not exempted by any part of the policy.

9.4.9 Exception

No exception may be made to this policy without the written consent of the Board of Directors.

10 APPENDIX “A”

SWIMMER CODE OF CONDUCT

I _____, a competitive swimmer with the Mighty Tritons Aquatic Club, understand and agree that as a commitment to myself, my coaches, my parents and my teammates, I will:

- a) Arrive on time for every practice and competition;
- b) Attend each swim practices and Club events with all equipment that I need;
- c) Follow coaching instructions at practices and competitions;
- d) Strive to be my best and always be ready, willing and able to participate in all practices and competitions to the best of my ability;
- e) Recognize that swimming is a team sport and that I should help my teammates strive to be their best and reach their personal goals;
- f) Behave respectfully towards my coaches, my teammates, swim officials and fellow competitors at all times;
- g) Behave in a positive manner when representing The Mighty Tritons Aquatic Club;
- h) Not participate in unacceptable behaviour, such as swearing or bullying others, or any illegal activities;
- i) Be a positive role model to other Mighty Tritons swimmers, especially swimmers younger than me; and
- j) Use social networking safely and responsibly when involved in any team activity, by:
 - i. never sharing embarrassing, naked or partially clothed photos of myself or my teammates;
 - ii. respecting the privacy of MTAC members;
 - iii. not sharing the personal information of my teammates without their permission;
 - iv. not using the Internet or social media to humiliate, embarrass or misrepresent myself or my teammates; and
 - v. not forwarding mean messages or allowing someone to be bullied or harassed by others online, but will instead tell my parents or coaches right away.

Swimmer Signature

Date

11 APPENDIX “B”

**PARENT CODE OF CONDUCT
(one per family)**

I _____, the parent(s) of _____,
_____, _____, competitive swimmer(s) with the
Mighty Tritons Aquatic Club, understand and agree that as a commitment to my swimmer(s) and their coaches,
I/we will:

- a) Encourage my swimmer to be ready, willing and able to participate in practices and competitions to the best of their ability;
- b) Inform the coaches in the event my swimmer is going to be late or absent;
- c) Provide at least 30 minutes notice to coaching staff along with the reason for lateness/absenteeism;
- d) Ensure my swimmer arrives on time to every practice and competition;
- e) Not communicate with my swimmer or their coaches during practice, other than for health or safety reasons;
- f) Support my swimmer’s coach(es);
- g) Refrain from interfering with the coaching process;
- h) Treat officials with respect;
- i) Keep apprised of Club activities by regularly checking the team’s website/Facebook page and by reading communications;
- j) Pay all fees according to schedule;
- k) Help promote and support the Club and the sport of swimming;
- l) Help my swimmer understand that success is much more than winning;
- m) Refrain from negative discussions regarding the performance and behaviour of other swimmers, coaches and officials at all times;
- n) Refrain from entering the pool deck area at any time;
- o) Acknowledge the right of coaching staff to expel trespassers from the pool deck during practice;
- p) Be responsible for my swimmer until they enter the pool deck and immediately after leaving the pool deck;
- q) Understand and acknowledge that the coaching staff are not responsible for my child once they have left the pool deck, and will not remain on site following practice;
- r) Ensure that my swimmer’s coach is aware of any physical or other limitation that may impact my swimmer’s participation in the sport; and
- s) Encourage and enjoy watching my swimmer practice and compete from designated areas.

Parent /Guardian Signature

Date

12 APPENDIX “C”

BOARD OF DIRECTORS MEMBER COMMITMENT

I, _____, as a member of the Mighty Tritons Aquatic Club (MTAC) Board of Directors, have a practical, ethical and moral responsibility to ensure that the Board of Directors does the best work possible in pursuit of its goals and expectations. I support the purpose and mission of MTAC and declare my commitment to assist in carrying out its objectives.

As a board member, I understand my duties and obligations to include:

Accountability

1. Faithfully abide by the by-laws and policies of the Mighty Tritons Aquatic Club.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information or fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to Club members and its Board of Directors, and, and where applicable, to government and funding bodies.
6. Responsibility to provide and maintain a valid Police Vulnerable Sector Check in accordance with Swim Ontario requirements, in addition to the annual Offense Declaration Form.

Professional Excellence

7. Maintain a professional level of courtesy, respect, and objectivity in all MTAC activities.
8. Strive to uphold those practices and assist other MTAC members of the board in upholding the highest standards of conduct.

Attendance & Participation

9. Attend at least 80% of all Board meetings in person or via telecommunication.
10. Review the agenda and supporting materials prior to Board and committee meetings.
11. Actively participate in a minimum three (3) MTAC swim meets or special events per season.
12. Remain informed about MTAC’s mission, services, and policies and promote MTAC, as agreed annually by the Board.

Confidential Information

13. Respect the confidentiality of sensitive information known due to board service.
14. Not disclose or discuss differences of opinion on the board with those who are not on the board.

Personal Conduct

15. Act with honesty and integrity.

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16. Endeavour to represent the broader interests of members and/or stakeholders.
 17. Respect the diversity of opinions as expressed or acted upon by the MTAC board, committees and membership, and formally register dissent as appropriate.
 18. Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
 19. Once a board decision is made, support the majority decision even if one's own view is a minority one.
 20. Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board.
 21. Promote collaboration, cooperation, and partnership among association members.
 22. Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
 23. Represent this organization in a positive and supportive manner at all times.

I understand and accept that failure to fulfill these commitments may result in a Board review of my participation on the board. I understand and accept that disciplinary action, including termination, remains at the discretion of the Board. Should there come a time when I am no longer able to fulfill my obligations to the Mighty Tritons Aquatic Club, it is incumbent upon me to resign my position as a member of the Board of Directors via written notice to the Club President.

As a board member, I understand my rights to include:

1. Receipt of Board meeting minutes and MTAC activity updates in a timely manner that allows me to fulfill the requirements and expectations of my role.
2. Opportunity to engage in open dialogue regarding MTAC programs, goals, activities and status, and to share my opinion without censure, discrimination, or fear of reprisal.
3. Expectation that my fellow board members will respond in a straightforward, respectful fashion to questions that I feel are necessary to my ability to carry out my practical ethical and moral responsibilities to MTAC.
4. A functional, engaged Board of Directors who will work collaboratively with me in good faith toward the achievement of Club goals.
5. Protection against personal liability through the procurement of Director's Insurance, at MTAC expense.
6. Recourse to call upon of the Club President and/or Board of Directors should the board fail to uphold these rights as outlined.

Signature

Date

Witness Signature

Date