



Dear Parent and Swimmer

Congratulations on being selected to the ASAJ's National Swim Squad. Your selection to the Squad comes as a result of your hard work. As a member of the National Swim Squad, you are being invited to our Annual Swim Camp from December 28 – 31, 2015 at the National Aquatic Centre.

Your participation in this Swim Camp should benefit you as you prepare for the 2016 season.

We encourage you to participate in this camp and look forward to seeing you on December 28. If you are unable to attend please indicate your non-participation by responding via email.

Attached are a number of documents which we ask that you read carefully.

To signify your interest in this Camp, we ask that you fill up the registration form, sign the Code of Conduct and Indemnity forms and present at the first session of the camp on **Monday, December 28, 2015**.

Thank you,

Wendy Lee



The Amateur Swimming Association of Jamaica, ASAJ, strives to ensure a safe environment for its swimmers. However, parents or guardians should understand that injuries can occur during some activities because of the inherent nature of the activity and without neglect on the part of the swimmer or the ASAJ.

The parent or legal guardian authorises the swimmer to participate in the National Swim Camp activities and releases the ASAJ and its agents from any and all claims which may arise by reason of the swimmer's participation in activities, including any and all claims which may arise due to bodily injury or illness.

If reasonable attempts to contact the parent or guardian are unsuccessful, the parent or legal guardian authorises the ASAJ or its agents to authorise such medical attention as may be necessary and appropriate in the circumstances should a swimmer suffer an injury or illness while participating in the camp, and agrees to pay for all medical and any other related expenses incurred in such event.

The parent or legal guardian releases the Amateur Swimming Association of Jamaica and its agents from any claim arising from the medical treatment a swimmer may require while participating in ASAJ activities.

The parent or legal guardian acknowledges that should a swimmer not abide by the rules and expectations as established by the ASAJ and its agents while participating in the National Camp activities, at the discretion of the agents, the swimmer's participation may be terminated.

Name of Swimmer

Name of Parent

Signature of Parent

Date



AMATEUR SWIMMING ASSOCIATION OF JAMAICA CODE OF CONDUCT

PURPOSE: The purpose of this code is to promote the best possible individual, team, and programme responsibility which supports the development of first class citizens at all times.

These Squad training sessions are optional. However, on choosing to participate you must have completed registrations form and signed the Code of Conduct. These documents must be presented to the coaches on the first day of camp. By signing up for the camp it is agreed that following rules will be adhered to by all participants of the National Swim Squad Camp (Coaches, Swimmers, Parents, and Supporters):

1. All participants must adhere to training start times. Swimmers must be on time and prepared.
2. All swimmers and participants of the camp swimmers must register on day one of camp.
3. Only Jamaica or home club colours may be worn in Camp sessions. No other country, non - Jamaican club, team, logo on shirts or swim caps will be allowed during National Squad sessions.
5. No deck changing. Swimmers must be ready in their suits prior to the start of each session
6. All equipment must be brought on deck from the start of the sessions. (extra goggles, extra cap, kick board, pull buoy, fins, paddles, snorkels, hydration fluid, asthma inhalers, running shoes where applicable).
7. Anyone without his/her equipment will sit out the sets that use equipment.
8. Injuries/illnesses must be reported with a letter from a physician/physiotherapist.
9. Training groups will be finalized and announced after Session #3. But may be adjusted throughout the camp. Swimmers will be placed in groups based on their ability to complete training sets. Skipping sets or skipping swims in sets will not be tolerated.
10. The following behaviours will result in the swimmer being barred from a training session or the whole camp:
 - a. Being late or absent twice;
 - b. Skipping Sets
 - c. Being disruptive;
 - d. Being disrespectful to your teammates, coaches, parent, or anyone involved with the camp;

The following rules are to be adhered to by all participants of the National Swim Squad Camp.

GENERAL CODE OF CONDUCT RULES

1. All participating team members will abide by the above Code of Conduct.
2. Use of alcoholic beverages/smoking is unacceptable at any time during the swim year.
3. Use of drugs other than those prescribed by your physician is unacceptable at any time during the year.
4. Disrespectful, indiscreet or destructive behaviour will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
5. All swimmers and parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of the swimmers.

Having read the above , I/We hereby agree to abide by the rules of conduct as set forth in above and acknowledge that, should I/We violate any provision I/We will be subject to disciplinary action, including suspension.

_____	_____	<u>/12/2015</u>
Name of Swimmer	Signature of Swimmer	Date
_____	_____	<u>/12/2015</u>
Name of Parent	Signature of Parent	Date



AMATEUR SWIMMING ASSOCIATION OF JAMAICA DISCIPLINARY CODE & BEHAVIOUR

This Disciplinary Code shall apply to all behaviour occurring during or at an activity or function that is associated with the ASAJ including but not limited to: swim practice, swim meets, team trips, and addresses objectionable behaviour by members of the ASAJ.

The types of objectionable behaviour shall be divided into three (3) classifications:

Class I – Shall deal with the behaviour that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.

Class II – Shall deal with behaviour that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the ASAJ and/or its member Clubs; leading to the possible injury of self or other persons.

Class III – Shall deal with behaviour that is somewhat disruptive; does not portray the ASAJ in a good light; and other actions that are not in compliance for good behaviour as a member of a team or society in general.

Class I Objectionable Behaviour:

Unacceptable Behaviour (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at an ASAJ activity or not).

Disciplinary Procedure:

- ASAJ Council shall send notice of hearing to parent/guardian and swimmer via e-mail, registered mail or hand delivery
- Hearing before quorum of Disciplinary Board with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the Team Manager/Head Coach;
- Council decision to be mailed to the parent/guardian and swimmer within one week via e-mail, registered mail or hand delivery.

Recommended Discipline:

May result in membership termination or other action as determined by the Council

Class II Objectionable Behavior:

Unacceptable behavior as a member of the ASAJ or National Team functions, practices and meets. This behaviour would include, but not be limited to: Possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

Disciplinary Procedure:

- Hearing before Disciplinary Board/Committee
- Disciplinary Board/Committee shall send notice of hearing to Parent/Guardian and swimmer via e-mail, registered mail or hand delivery with parent/guardian and swimmer being given the opportunity to be present;
- the facts shall be presented by the Team Manager/Head Coach;
- Disciplinary Board/Committee decision to be mailed to the parent/guardian and swimmer within one week via e-mail, registered mail or hand delivery.

Recommended Discipline:

1st Offence – Suspension* from participation in ASAJ affiliated meets for 3 meets

2nd Offence - Suspension* from participation in ASAJ affiliated meets for 4 meets

3rd Offence – Shall be considered a violation of Class I Objectionable Behaviour and handled according to the disciplinary proceedings of Class I Objectionable Behaviour.

* Terms of suspension shall be spelled out by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Council at the end of the suspension period. During the periods of suspension, swimmers remain a member of the ASAJ and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full.

Class III Objectionable Behaviour:

Unacceptable behaviour at ASAJ competitions as well as regional & international meets that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behaviour, insubordination to members of the Team management, coaching staff, chaperones, or others; littering, other acts of misconduct as determined by the Management team.

Disciplinary Procedure:

- Handled by a Committee appointed by the ASAJ Council and consisting of not less than 3 persons. (Parents will be involved if anticipated discipline will result in a suspension).

Recommended Discipline:

As determined by the coaching staff Council appointed Committee (including but not limited to, extra laps, clean-up duties, and/or suspension from meet(s)). Repeated Class III offences may result in the offence being considered a Class II Objectionable Behaviour.

During all investigations into allegations of Class I & II offences, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.