



## Highlands Ranch Aquatics

2021-2022 Season

### **ATHLETE CODE OF CONDUCT CONSENT FORM**

#### **CODE OF CONDUCT**

Each athlete participating in training and competitions with Highlands Ranch Aquatics (“HRA”) must comply with the below-listed rules and policies. Additional policies may be established by the HRA coaches, as needed.

#### **GENERAL BEHAVIOR**

1. HRA athletes will display proper respect and sportsmanship toward coaches, officials, administrators, competitors, teammates, members, volunteers, and the public to include both their person and their property.
2. The transportation, possession or use of alcohol, tobacco products or illegal drugs by any HRA athlete is prohibited.
3. Illegal or inappropriate behavior that will reflect negatively on HRA or to be detrimental to performance objectives will not be tolerated.

#### **PRACTICE & MEET BEHAVIOR**

1. HRA athletes are expected to arrive on time, with all proper training equipment. If an athlete arrives late to any practice or meet, a coach should be notified by phone, email, etc., prior to them entering the water.
2. HRA athletes will display proper respect and sportsmanship toward teammates and coaches during all practice and meet sessions. Listening and application of instruction from the coaches is a primary focus during any practice or meet session.
3. Each training group will have practice requirements, appropriate for the objectives of that group. Failure to adhere to these requirements may result in specified penalties. It is the responsibility of the athletes and parents to familiarize themselves with the policies and penalties.
4. Unless excused by the athlete’s coach, advanced level (i.e., Silver State, State, Sectionals, and Nationals) championship competition will be required for all athletes who qualify to participate. This includes both individual and relay events.
5. The health and safety of our swimmers is our #1 priority. Athletes shall follow all team and facility safety protocols related to COVID-19 or variant. Any deviation from said safety protocols without permission from the Head Coach or his designee may result in dismissal from the practice or event. Multiple and blatant violations of safety protocols may result in dismissal from the team.

## **TRAVEL POLICIES**

The following policies are in effect as of December 31, 2010 as required by USA Swimming. These team travel policies reflect recommendations from USA Swimming and the HRA Board. Additional policies may be added from time to time.

### **USA Swimming Required Policies**

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.d)
- B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.b)
- C. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.a)
- D. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5c)

### **Additional Policies Adopted by HRA**

- a. During team travel, when doing room checks, conducting team meetings and/or other activities, open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Athlete Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed General Release and Waiver of Claims for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. Only HRA and USA Swimming apparel and equipment will be permitted at swim meets. No other affiliated gear (high school, college, etc.) apparel will be permitted. All patches and accessories which detract from a positive team image will be prohibited. Athletes may be required to conform to a dress code when travelling as a group to/from swim meets.
- l. Swimmers are expected to remain with the team at all times during the trip unless otherwise excused or instructed by the head coach or his/her designee. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- o. Athletes shall conduct themselves in a respectful and appropriate manner as representatives of HRA. Loud, obnoxious, or otherwise disruptive behavior could be cause for dismissal from the trip or future sanctions for travel meets.
- p. The health and safety of our swimmers is our #1 priority. Athletes shall follow all team and facility safety protocols related to COVID-19. Any deviation from said safety protocols without permission from the Head Coach or his designee may result in dismissal from the practice or event. Multiple and blatant violations of safety protocols may result in dismissal from the team.

The directions & decisions of coaches/chaperones are final. The coaching staff reserves the right to impose additional guidelines, as needed.

### **HRA SOCIAL MEDIA POLICY**

Highlands Ranch Aquatics recognizes and supports its athletes' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each athlete must remember that training and competing for HRA is a privilege, not a right. As an HRA athlete, you represent the Club and you are expected to portray yourself and the team in a positive manner at all times. Any online postings must therefore be consistent with federal and State laws, as well as team policies (including the Guidelines listed below).

If you participate on a social networking site or use social media, you must keep the following guidelines in mind:

- A. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.
- B. Athletes should be aware that third parties – including other athletes, families, coaches, college admissions officers and recruiters – could easily access your profiles and view all personal information.

Inappropriate material found by third parties affects the perception of the athlete, their family and the Club. This can also be detrimental to an athlete's future educational, athletic and/or employment opportunities. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.

C. Use caution when adding someone or inviting someone to be a follower or friend. Many individuals are looking to take advantage of young girls/boys. Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.

D. Similar to comments made in person, the Club will not tolerate disrespectful comments and inappropriate behavior online. Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- o Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.

- o Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

- o Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

- o Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments aimed at a teammate, an athlete, coach or team at another club, or any individual based upon race, gender and/or sexual orientation).

- o No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

If an HRA athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Notification of the content to the offending athlete's parents or guardians. If the reported content involves another athlete, the parents or guardians of both athletes shall be notified.

2. A meeting with Board of Directors and Head Coach.

3. Penalties as determined by the Board of Directors and Head Coach, including but not limited to temporary or permanent suspension from the Club.

## **POLICY AGAINST HARASSMENT**

### **General**

A central philosophy of HRA is respect for athletes and coaches. It is our goal to provide an environment that is free of hostility, intimidation and harassment of any kind, and to encourage athletes to develop respect for themselves and others. In keeping with these goals, HRA has developed a policy against harassment of any kind.

### **Policy**

HRA strictly prohibits, and will not tolerate, harassment of any kind of any athletes, coach or employee by any athlete, coach, employee or other person. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, or other verbal or physical conduct. Written or electronically transmitted communication of an intimidating, hostile, or offensive nature will not be tolerated by HRA.

Any athlete who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with HRA. Any employee or coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.

### **Procedure**

1. Any athlete who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach, another staff or board member.
2. Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or a member of the HRA Board of Directors.
3. Within 24 hours of receiving a report of harassment, a coach should notify a board member, preferably the president of the board, of the reported incident.
4. The coach and/or board shall promptly investigate any reports of harassment. If the reported harassment involves conduct by an athlete against another athlete, the parents or guardians of both shall be informed, as quickly as possible, but in no event, more than 48 hours after the coach and/or the board member is informed of the offensive conduct. If possible, and within the coach's discretion, the athletes shall be separated during practice or meets until the investigation of the alleged misconduct is complete.

### **IMPLEMENTATION OF ATHLETE CODE OF CONDUCT & POLICIES**

1. Failure to comply with the guidelines set forth herein will subject the athlete to discipline, up to and including suspension and/or dismissal from the Highlands Ranch Aquatics program.
2. In most cases, a verbal warning to the athlete(s) about their failure to comply with these guidelines will be sufficient. If continued misconduct occurs, an athlete will be removed from the practice or meet and an email or phone call to the parents will occur within 24 hours. If misconduct continues after a parent has been contacted, the athlete may be suspended or asked to leave Highlands Ranch Aquatics.
3. Coaches have the right to make rules and regulations beyond these stated rules, if needed. Athletes who violate the Code of Conduct or the rules and regulations established by the coaches may be denied the privilege of participation in team activities.
4. Failure to comply with any of these guidelines during a travel meet may result in
  - a. Dismissal from the team including an immediate return home (paid by swimmer);
  - b. Disqualification from one or more events, or all events of competition;
  - c. Disqualification from future club travel;
  - d. Financial penalties (return from meet, lost entries, etc.).

## ***ATHLETES***

I, the undersigned, as a member of HRA, have read and agree to comply with the terms of the HRA Athlete Code of Conduct, as well as the Anti-Bullying Policy, Inclusion of Transgender Athlete Policy, Photography Policy, and the Minor Athlete Abuse Prevention Policy (MAAPP). I further understand that failure to comply with the above conditions of the Code will result in disciplinary action which may include, but is not limited to, the following (listed in order of severity):

- **Termination of participation in swimming team practices.**
- **Termination of participation in one or more team meets.**
- **Dismissal from the team and/or return home from a team travel event, at my family's expense.**