



DOWLING CATHOLIC
RIPTIDE

Policies and Procedures

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Mission and Vision Statement

Mission Statement

The mission of the Dowling Catholic Riptide Swim Club is to build and sustain a successful, competitive USA Swimming Club for families in West Des Moines and the surrounding Greater Des Moines metro. Through instruction and training by certified and experienced coaches, the Dowling Catholic Riptide works to build great swimmers, both in and out of the pool. Helping to instill good character in our members through the development of personal responsibility, leadership, discipline and being a good teammate are hallmarks of the program.

Vision Statement

The Dowling Catholic Riptide Swim Club strives to become recognized as the standard of what a competitive swimming organization should be for athletes of all ages and abilities. Our members reach for success in competition as well as having fun and learning a love of the water for a lifetime. Riptide athletes are respectful, courteous, and responsible. They are respected for their sportsmanship in and out of the pool as well as their involvement in the community. We strive to be the very best we can in all we do.

Dowling Catholic Riptide Swim Club

Swimmer & Parent Code of Conduct Agreement

3 Pages

The Dowling Catholic Riptide Swim Club includes people of all different swimming abilities and ages. Despite each individual's differences, the common goal is for each person to have the possibility to succeed. To do that each swimmer must conduct themselves in a manner which displays respect for other swimmers, coaches, and property, whether at practice or a meet. The club recognizes that it is difficult to document all possible situations; therefore, the administration of Dowling Catholic High School empowers the coaches to discipline for any instances that are disruptive to the success of the club at practice or meets. The following CODE OF CONDUCT is a general list of the type of behavior that all swimmers and parents are expected to follow at all times.

As a Riptide Club Swimmer, I promise that:

- 1 I will be respectful by using appropriate language in appropriate tones when interacting with other athletes, coaches, officials, parents and spectators. I will not taunt, use obscene gestures or engage in boastful celebrations that demean fellow athletes.
- 2 I will treat everyone fairly regardless of gender, disability, ethnic origin, race, religion, or sexual orientation.
- 3 I will treat all athletes, coaches, officials, parents, and spectators with dignity and respect.
- 4 I will not provide, use, or condone the use of tobacco products, alcoholic beverages, illegal drugs, or prescription drugs unless the prescription has been written for me by my physician.
- 5 I will arrive on time for all practices and meets.
- 6 I will seek to become the best athlete I can be by training hard and eating right.
- 7 I will be honest. I will not lie, cheat, or steal.
- 8 I will be respectful by not fighting or damaging the property of others.
- 9 I will cooperate with medical personnel in their efforts to care for my well-being.
- 10 I will encourage and assist my teammates in becoming better athletes and human beings. I will adhere to the club's Anti-Bullying Policy.

I understand that failing to comply with set rules of conduct could initiate immediate contact to my parents/guardians and invoke disciplinary action by the coach on deck. Disciplinary action could include removal from practice, meets or club functions for 1-7 days. If more extensive discipline is warranted, the Head Coach and the school administration will discuss and determine suspension and/or expulsion on a case-by-case basis.

The following list are some situations that are subject to immediate suspension from the club and will then be presented to the school administration to discuss and determine if expulsion is warranted. Other actions are subject to suspension or expulsion at the discretion of the Head Coach.

- 1 The use of drugs, alcohol or tobacco products affecting any club activity.

- 2 Conviction for any unlawful act.
- 3 Theft of club, facility or swimmer property.
- 4 Extreme demonstration of disrespect to property or individuals related to club activities.

The Dowling Catholic Riptide Swim Club is very fortunate to have highly experienced professional coaches working to allow each swimmer the possibility to attain success and to develop the skills to succeed both in and out of the water. As parents, it is essential that we give the coaching staff respect and authority display respect for the coaching staff at all times.

As a Dowling Catholic Riptide Swim Club parent, I promise that:

- 1 I will support the values of discipline, commitment, and teamwork during practice, meets, and other swim team functions and in all actions and communication with coaches, parents, swimmers and officials.
- 2 I will not coach any swimmer at practice and/or meets from the stands or any other areas, nor will I interfere with coaches or officials on the pool deck.
- 3 I will demonstrate good sportsmanship at all times by maintaining personal control and conduct myself in a manner that is respectful of my child, other swimmers, parents, officials and all coaches during every practice, meet or other club activity or meeting. I understand that criticizing, name-calling or use of abusive language/gestures towards officials, coaches, board members, volunteers, or any swimmer will not be permitted and may result in disciplinary action.
- 4 Know my role and maintain control.
 - **Swimmers-swim**
 - **Coaches-coach**
 - **Officials-officiate**
 - **Parents-parent**
- 1 I will discuss any concerns or take suggestions to a member of the coaching staff via email first by simply stating that I'd like to meet to discuss an issue. I also agree that the email is not the place to write a lengthy complaint and a time will be set up to meet with the coach. I will further not burden coaches by directing excessive telephone, emails, or text messages.
- 6 I will direct any questions or concerns regarding any decisions made by an official to a member of the coaching staff.
- 7 Participation by my children practice, meets and any other event is voluntary and will not be forced and suggested only when in the best interest of the child. The coaching staff will have final approval on each swimmers meet entries and I will support my child in the races that they are entered to swim and not criticize or question the coaches decision.
- 8 Should I conduct myself in a way that breaches the Dowling Catholic Riptide Swim Club code of conduct or that brings disrespect, discredit, or discord to the Dowling Catholic Riptide Swim Club, I voluntary subject myself to disciplinary action. The Dowling

Catholic Riptide Swim Club maintains the right to suspend or terminate any membership with or without cause in the interest of our vision, mission and objectives.

Dowling Catholic Riptide Swim Club Parents Registration Documents

Medical Release Waiver, Liability Waiver, Film and Photography Release, and Volunteer Agreement

2 Pages

Medical Release Waiver I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **Dowling Catholic Riptide Swim Club** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Dowling Catholic High School** and the **Dowling Catholic Riptide Swim Club** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Dowling Catholic Riptide Swim Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

Liability Waiver By registering my child(ren) with the **Dowling Catholic Riptide Swim Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Dowling Catholic Riptide Swim Club**, and hereby release **Dowling Catholic High School** and the **Dowling Catholic Riptide Swim Club**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Dowling Catholic Riptide Swim Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Dowling Catholic Riptide Swim Club** program.

Film and Photography Release Occasionally, the **Dowling Catholic Riptide Swim Club** takes photographs and/or video during the meets, practices and socials. Photos and videos are used for many different purposes including Facebook, publications, advertising, and promotional materials. We need your signature on file if you give your permission to use photos/videos of your child for promotional purposes. I consent to and authorize the **Dowling Catholic Riptide Swim Club** to take photographs in film, digital or print form of my child to be used for the purpose of promoting the **Dowling Catholic Riptide Swim Club** without compensation to me. All film and images are the sole property of the **Dowling Catholic Riptide Swim Club**.

Volunteer Agreement The **Dowling Catholic Riptide Swim Club** depends a great deal on parent volunteers to make each event successful. More than 50 individuals are needed for a swim meet to run effectively; therefore, parents are required to volunteer in order for their children to

swim in meets.

The Board has adopted a policy, which is also used by several other teams and clubs in the area. The **Dowling Catholic Riptide Swim Club** requires that each family volunteers a minimum of 2 USA swim meet sessions. If you do not fulfill the volunteer requirement, your account will be charged \$100 with the funds going directly into the Riptide bank account. This charge will occur after all the meets are completed.

By checking the box below that states "I have read and agree to the above statement" you are signing the following documents electronically:

- **Medical Release Waiver**
- **Liability Waiver**
- **Film and Photography Release**
- **Volunteer Agreement.**

You further agree that your electronic signature is the legal equivalent of your manual signature.

Dowling Catholic Riptide Swim Club Practice and Meet Expectations

2 Pages

Swim Practice Expectations:

The coaching staff would like to know of any extended absences from practice. We do not need to be notified each time an athlete will miss a random practice here or there. If they are ill for a few days or your family will be on vacation, please let us know.

- We expect the athlete's best effort at every practice
- Athletes are expected to be on time so they can get the most out of every practice
- Parents are free to observe practice from the balcony, but please stay off of the deck
- Ask your athlete about practice, the theme of the week, etc.
- Remind your athlete they are there to better themselves
- Please email in any concerns and we can set up a time to meet.

Swim Meet Expectations:

Your swimmer's participation and attendance at swim meets is what makes being a part of the team a fun experience. This is an opportunity for swimmers to achieve their goals, see results from their hard work and a time to develop team building and competitive skills.

****The coaching staff must know if your child CANNOT participate in relay events****

Unless told differently, the coaches will strive to create as many relays as possible for each age division, your child's participation directly affects their teammates.

What to bring to the meet:

- o A water bottle to drink in between races
- o Nutritious snacks (bananas, granola, beef sticks, carrots, dried fruit, nut butter)
- o Goggles (at least one pair-two would be better in case one breaks)
- o Riptide Swim Cap
- o Several towels-Once they are wet, they get cold
- o Riptide Suit (If you don't have one that is ok too)
- o A second swimsuit just in case you have a rip or some sort of accident
- o Warm clothes and shoes, the swimmer needs to be WARM at all times
- o Possibly something to keep your swimmer entertained in the crash area
- o Possibly a blanket or chairs for the crash area
- o A positive attitude, both athlete and parents!

Swimmers should arrive at least 30 minutes before warm ups. They also need check in with coaches as soon as they are ready for warm ups. **They should also come to the meet with the event numbers written with a permanent marker on their hands (see the team meet handbook for example).** Please try your best to get the heat numbers and lane numbers on their hands as well. Heat sheets are sent out prior to the meet, are posted on the meet listing on the team website, and typically are on Meet Mobile. The coaches do not have enough time to find and write all the events, heat, and lane numbers on the arms of every swimmer.

If it is a big meet we ask that you arrive as early as possible to claim your spot on deck with the coaches. If we are not there early we won't have a spot and it gets crowded. If it is a long session and your swimmer will be in the crash area that is ok too, but the more they can be on

deck the more you can enjoy the meet as well.

Prior to pool warm-ups, your swimmer should be stretching and should know what to do because they will have done it in practice. Then 10 minutes before at the assigned warm up time your swimmer should either already be on deck or report to the deck for warm ups. At this time the coaches CANNOT be writing numbers on the swimmer's hands. The swimmers should already have that done by a parent.

After warmups the swimmer may have a chunk of time before they swim again. To build team unity, we would like to have athletes on deck cheering for each other. Having swimmers on deck, ensures they are ready to go, focused on swimming and readily available prior to their event to discuss last minute preparation with the coaching staff. Having the swimmers on deck will help swimmers not miss any of their races and allow them to create some fun memories with teammates.

Swimmers need to meet with a coach PRIOR to AND FOLLOWING each of their races to receive race strategy and immediate feedback from their race. Disqualifications are a fact of swimming. While disqualification slips are handed to team coaches during a meet, we will do our best to communicate with each swimmer to discuss what occurred at the meet. Please understand, the coaching staff may choose to wait until practice to address the issue so the swimmer can learn and practice the correct technique.

Please remind your swimmer that he is responsible for himself, his gear and his trash. All swimmers need to be respectful of the area and others around them.

As parents, please tell your swimmer at least one awesome thing she did during each race. Be aware that times may not be as fast as you expect. Even a small improvement is still an improvement, and if it isn't a time drop, they still worked hard and congratulate them for trying their best. Positive feedback goes a long way for improving times.

Above all else, good sportsmanship is the most important factor of being a great leader, teammate and athlete. This will be the focus of our team this season. Hand-shakes, high fives, verbal congratulations, etc. are all positive ways to display sportsmanship to competitors. Please encourage this with your swimmers.

Dowling Catholic Riptide Swim Club Meet Relay Policy

1 Page

1. Once a named swimmer has earned (by time) and paid for a spot in a relay for a Timed Final meet, they will remain in a relay for the meet. (It is the coach's discretion to move swimmers from one relay team to another.)

Situational: If meet entries are submitted on September 1 for an October 5 meet and another swimmer swims faster on September 15 the relays will not be changed or altered for the October 5 meet to add the new swimmer and remove another.

2. When Riptide relays are competing in a Prelims/Final meet, the coach has the discretion to change the names and the order of the relays.

Situational: There are 6 – 13&14 girls swimming the 100 free in the prelims morning session of the meet. At finals, Riptide has an A 400 free relay. The 4 fastest swims from prelims 100 free will be used in the decision making process for the relay team at finals.

3. Once a swimmer has been placed on a relay they are expected to swim on that relay. If the swimmer decides to not swim the relay then the following will take place:
 - a. possible, the coach will fill the spot with another appropriate swimmer
 - b. The sub swimmer does not pay the relay fee; the original swimmer continues to pay the fee
 - c. If the coach is unable to fill the empty relay spot, then the swimmer who has decided to leave the relay will pay for the relay in its entirety.
4. Championship meets, such as Regionals, State, Sectionals, etc, Riptide will submit relay entries without swimmer names.
 - a. All swimmers in Championship meets are expected to participate in relays.
 - b. If there are 4 or more swimmers in a designated age group entered in a session of the meet and Riptide has submitted relays for that session, the swimmers will be notified at the beginning of the session if they are in a relay and what leg of the relay they will be competing in.
5. It is the swimmer's responsibility to notify the coach if they cannot swim in a relay before or during the meet. I.e. a swimmer should not simply leave a meet without notification.

Dowling Catholic Riptide Swim Club Action Plan to Address Bullying

4 Pages

ACTION PLAN TO ADDRESS BULLYING

The following is a model procedure to implement the USA Swimming rule prohibiting bullying, which is provided to assist USA Swimming member clubs in developing their own procedure. USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. If a club chooses not to, or is unable to, create a written action plan, the following model plan will become the default plan for that club, and the club will be expected to implement these procedures when reports of bullying are made. Once a customized plan is developed and approved by your club, the default plan will no longer apply. Each member club has the responsibility to approve and implement its action plan.

Action Plan of the Dowling Catholic Riptide Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at the Dowling Catholic Riptide Swim Club (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

- 1 To make it clear that the Club will not tolerate bullying in any form.
- 2 To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- 3 To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- 4 To make how to report bullying clear and understandable.
- 5 To spread the word that the Dowling Catholic Riptide Swim Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i causing physical or emotional harm to the other member or damage to the other member's property;
- ii placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii creating a hostile environment for the other member at any USA Swimming activity;
- iv infringing on the rights of the other member at any USA Swimming activity; or
- v materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

EXAMPLES OF PROHIBITED BULLYING

Physical:

- Hitting/kicking/pinching/tripping/pushing

- Spitting
- Making mean or rude hand gestures
- Taking or breaking someone's personal belongings

Verbal:

- Teasing
- Name calling
- Taunting
- Threatening to cause harm

Social:

- Repeatedly ostracizing or leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Cyber:

- The constant and unrelenting transmission of offensive, insulting, rude or harassing messages over the internet or cell phone
- Transmission of messages to intimidate or threaten someone
- Impersonating someone to cause harm or damage their reputation

Parents:

- Bullying at Riptide is prohibited activity not only by and among swimmers, but also by parents. Parents are encouraged to discuss, by appointment at an appropriate time and place, any issues or concerns about the program or any aspect of it, with the head coach. Parents should not attempt to bully, threaten or berate any member of the coaching staff either in person or by electronic means

REPORTING PROCEDURE

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

- 1 Intervene immediately. It is ok to get another adult to help.
- 2 Separate the kids involved.
- 3 Make sure everyone is safe.
- 4 Meet any immediate medical or mental health needs.
- 5 Stay calm. Reassure the kids involved, including bystanders.
- 6 Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- 1 Keep all the involved children separate.
- 2 Get the story from several sources, both adults and kids.
- 3 Listen without blaming.
- 4 Don't call the act "bullying" while you are trying to understand what happened.
- 5 It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- 1 Review the USA Swimming definition of bullying; review the Dowling Catholic High School student handbook;
- 2 To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- 3 Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- 4 Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- 1 Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- 2 Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

- ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - iii. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- 1 Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- 2 Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- 3 Work with the child to understand some of the reasons he or she bullied. For example:
 - 3.i Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.

- 3.ii Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- 4 Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - 4.i Write a letter apologizing to the athlete who was bullied.
 - 4.ii Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - 4.iii Clean up, repair, or pay for any property they damaged.
- 5 Avoid strategies that don't work or have negative consequences:
 - 5.i Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - 5.ii Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- 1 Be a friend to the person being bullied;
- 2 Tell a trusted adult – your parent, coach, or club board member;
- 3 Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- 4 Set a good example by not bullying others.
- 5 Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Dowling Catholic Riptide Swim Club Grievance Policy

2 pages

The **Dowling Catholic Riptide Swim Club** Grievance Policy provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form/index.html>

For issues dealing with known or suspected child abuse:

- Contact: Iowa Child Abuse Hotline – The Child Abuse Hotline 1-800-362-2178. Call 911 or the West Des Moines Police Department at 515-222-3320.

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violation of the **Dowling Catholic Riptide Swim Club** Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy:

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer – Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **Dowling Catholic Riptide Swim Club** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the **Dowling Catholic Riptide Swim Club** Advisory Board is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach – Contact the Head Coach.

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the Dowling Catholic Riptide Swim Club Advisory Board is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of the Head Coach – Notify the Dowling Catholic High School Athletic Director.

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates and Club policies or procedures, the parent/swimmer should notify the Dowling Catholic High School Athletic Director of this violation. This complaint should be made in person or in writing. This complaint may be subject to review and discussion by the full Advisory Board.

Regarding Advisory Board Member Conduct – Notify the Advisory Board President.

- Should a parent or swimmer feel an Advisory Board Member's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Advisory Board President of this violation. If the Board President is the Member whose conduct is in question, the Advisory Board Vice President should be notified in person or in writing instead of the Board President. This complaint will be reviewed and discussed by the full Advisory Board.

Regarding Parent or Swim Official Conduct – Notify the Head Coach and Advisory Board President.

- Should a parent or swimmer feel another Dowling Catholic Riptide Swim Club parent or officials conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach and Advisory Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Advisory Board.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during practice time.

HOW GRIEVANCES WILL BE HANDLED

The Head Coach, Dowling Catholic High School Athletic Director, and the Advisory Board have the authority to impose penalties for infractions of the Dowling Catholic Riptide Swim Club Athlete, Parent, and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches, the Athletic Director, and/or Advisory Board and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities, and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

- **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Dowling Catholic Riptide Swim Club grievance procedure form.
- **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport Policies, as well as applicable local and state laws.
- **Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:**
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

Dowling Catholic Riptide Swim Club Electronic Communication Policy

3 Pages

ELECTRONIC COMMUNICATION

USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. The following is a model policy for appropriate electronic communication between adults and athletes and is provided to assist USA Swimming member clubs with developing their own policies. If a club chooses not to, or is unable to, create a written electronic communication policy, the following model policy will become the default electronic communication policy for that club. Once a customized set of policies is developed and approved by your club, the default policy will no longer apply. Each member club and each LSC has the responsibility for approval and implementation of its own electronic communication policy.

Electronic Communication Policy of the Dowling Catholic Riptide Swim Club

PURPOSE

The Dowling Catholic Riptide Swim Club (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary methods of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

For example, as with any communication with an athlete, electronic communication should not contain references or relate to any of the following:

- drug or alcohol use;
- sexually oriented conversation, sexually explicit language and/or sexual activity;
- the adult’s personal life, social activities, relationship or family issues or personal problems; and/or
- inappropriate or sexually explicit pictures.
- Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to use in communication is:

- “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?”
- “Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes?”
- “Is this something I would be comfortable with if it were on the front page of my local newspaper?”

With respect to electronic communications, electronic communications with swimmers should be **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete, and the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

If the Club has an official Facebook page, athletes and their parents can "friend" the Club for information and updates on team-related matters.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7:00 a.m. until 9:00 p.m. (*times should be established with consideration to the start of morning practice*). Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7:00 a.m. and 9:00 p.m. (*times should be established with consideration to the start of morning practice*). When communicating with an athlete through email, a parent, another coach or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Dowling Catholic Riptide Swim Club Locker Room Monitoring Policy

2 Pages

LOCKER ROOM MONITORING POLICY

The following is a model procedure provided to assist USA Swimming member clubs who wish to develop a locker room monitoring procedure. Locker room monitoring policies are not required by the Safe Sport Program, but clubs who wish to implement one may use the following as a resource.

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: Dowling Catholic High School Pool.

This location has: *Locker rooms dedicated to our swimmers. Family changing rooms are not available.*

MONITORING

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

The Dowling Catholic Riptide Swim Club has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and meets). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make swimmers uncomfortable and may even place our staff at risk for unwarranted suspicion.

Therefore, we conduct a sweep of the locker rooms and changing areas before athletes arrive, post [staff, coach, parent, other adult] directly outside of the locker rooms and changing areas during periods of use and leave the doors open only when adequate privacy is still possible. [Staff, coach, parent, other adult] conducts regular sweeps inside locker rooms as well, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

Article 305.3 *Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*

INFRACTION ENFORCEMENT

Violations of the Locker Room Policy will be handled via our Grievance Policy as well as being subject to the Conduct Policy of Dowling Catholic High School.

Dowling Catholic Riptide Swim Club Children's Online Privacy Protection Act Policy

In order to comply with the Children's Online Privacy Protection Act ("COPPA"), the Dowling Catholic Riptide Swim Club adheres to the following policies regarding its website.

The Dowling Catholic Riptide Swim Club has only one person authorized to collect and publish the full name, home address, email address, telephone number or any other information ("Identifying Information") about a child on its website at any given time that would allow someone to identify or contact the child. That person can be contacted directly, with any parental concerns, at coachlake@protonmail.com. A copy of the email will be sent to the current Board of Advisory President.

The Dowling Catholic Riptide Swim Club does not permit advertising on its website for events or causes, that charge a fee or require a purchase or membership signup, other than those programs sponsored by USA Swimming, Iowa Swimming, Inc. ("ISI"), or the Dowling Catholic Riptide Swim Club.

No Identifying Information is collected on the Dowling Catholic Riptide Swim Club website that would allow someone to identify or contact a child.

The Dowling Catholic Riptide Swim Club does not permit the posting of pictures on its website that contain more than two types of Identifying Information.

The Dowling Catholic Riptide Swim Club does not use social media, chat rooms, or similar Internet forums, through its website that could result in the release of Identifying Information.

The Dowling Catholic Riptide Swim Club does not collect identifiable tracking information such as "cookies".

No Identifying Information from a child, will be collected by the Dowling Catholic Riptide Swim Club, used or disclosed by the Dowling Catholic Riptide Swim Club without verifiable parental consent.

The Dowling Catholic Riptide Swim Club does not disclose to any third parties, other than USA Swimming and ISI, identifying Information of its members. This includes the news media and marketing.

Parents may request that any posted photograph, or any other information, be removed from the Dowling Catholic Riptide Swim Club website if they feel it is too identifiable.

The Dowling Catholic Riptide Swim Club does use information collected regarding children in the course of administering the sport of competitive swimming. For registration purposes, information is transmitted to USA Swimming

The Dowling Catholic Riptide Swim Club Team Travel Policy

2 Page

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the Dowling Catholic Riptide Swim Club ("Club") or LSC.

Section 1

- a. USA Swimming requires that Club travel policies be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Club.
- b. Any team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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.
- 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.

Section 2

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. All Club members, coaches, staff and any other person traveling with the team shall wear seat belts and remain seated in vehicles at all times.
- c. Athletes should not ride in a coach's vehicle without another adult present who is of the same gender as the athlete, unless prior written parental or legal guardian permission is obtained.
- d. 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 and over, chaperones, including coaches and/or team managers will stay in nearby rooms on the same floor of the hotel. When athletes are age 12 and under, chaperones including coaches and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they will be the same gender as the athlete and advance written consent must be given by athlete's parents or legal guardian.
- e. 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.
- f. To ensure the propriety of the athletes and to protect the Club and staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's room unless the other athlete is a sibling or spouse of that particular athlete.
- g. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian prior to attending any away meets.

- h. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- i. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat form for each athlete.
- j. Curfews shall be established by the team each day of the trip.
- k. 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.
- l. The directions and decisions of coaches/chaperones are final.
- m. Swimmers are expected to remain with the team at all times during the trip. 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.
- n. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 and under athletes will be accompanied by a chaperone.
- o. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

While at away meets all swimmers are expected to:

- a. Be quiet and respect the rights of teammates and others in the hotel;
- b. Be prompt and on time;
- c. Use appropriate behavior in public facilities;
- d. Remember that the needs and wellbeing of the team come first.

The Dowling Catholic Riptide Swim Club Employee Travel Reimbursement Policy

1 Page

Employees traveling on behalf of the Dowling Catholic Riptide Swim Club and performing approved club business will be reimbursed for their actual and necessary expenses.

All travel must be pre-approved by Dowling Catholic High School Business Office. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved swim club business.

Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs (at the rate set annually by the IRS), lodging expenses, meal expenses, and registration costs (if applicable).

Prior to reimbursement of actual and necessary expenses, the employee must provide the Dowling Catholic High School Business Office with detailed receipts, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense and not reimbursable.

Mileage will be reimbursed at the IRS rate based on a printout from Map Quest indicating directions and mileage traveled. Mileage rate is subject to change per the Dowling Catholic High School Business Office.

Reimbursement for actual and necessary expenses for travel will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Dowling Catholic Riptide Swim Club Conflict of Interest Policy

3 Pages (Approved 9/13/15)

SECTION 1. PURPOSE:

The Dowling Catholic Riptide Swim Club is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Dowling Catholic Riptide Swim Club as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Dowling Catholic Riptide Swim Club and Dowling Catholic High School, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The school, officers, and management employees have the responsibility of administering the affairs of the Dowling Catholic Riptide Swim Club honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Dowling Catholic Riptide Swim Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Dowling Catholic Riptide Swim Club or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of the Dowling Catholic Riptide Swim Club. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the Dowling Catholic Riptide Swim Club.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the Dowling Catholic Riptide Swim Club.
2. Persons and firms from whom the Dowling Catholic Riptide Swim Club leases property and equipment.
3. Persons and firms with whom the Dowling Catholic Riptide Swim Club is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Dowling Catholic Riptide Swim Club.
6. Agencies, organizations, and associations which affect the operations of the Dowling Catholic Riptide Swim Club.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Dowling Catholic Riptide Swim Club.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Dowling Catholic Riptide Swim Club.
3. Receiving remuneration for services with respect to individual transactions involving the Dowling Catholic Riptide Swim Club.
4. Using the Dowling Catholic Riptide Swim Club's time, personnel, equipment, supplies, or good will for other than Swim Club-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with the Dowling Catholic Riptide Swim Club. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances is adverse to the interests of the Dowling C Swim Club.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board president), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board president, (or if she or he is the one with the conflict, then to the board vice-president) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Dowling Catholic Riptide Swim Club. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of Rams Swim Club and the advancement of its purpose.

Dowling Catholic Riptide Swim Club Conflict of Interest Disclosure Statement

3 Pages (Approved 9/13/15)

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you.

These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY:

- ☐ board of directors
- ☐ executive committee
- ☐ officer
- ☐ committee member
- ☐ staff (position): _____

3. Have you or any of your affiliated persons provided services or property to the Dowling Catholic Riptide Swim Club in the past year?

☐ YES ☐ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the Dowling Catholic Riptide Swim Club in the past year?

☐ YES ☐ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Dowling Catholic Riptide Swim Club was or is a party?

_____ YES _____ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to the Dowling Catholic Riptide Swim Club at any time in the past year (other than travel advances or the like)?

_____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Dowling Catholic Riptide Swim Club or as a result of your relationship with the Dowling Catholic Riptide Swim Club, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Dowling Catholic Riptide Swim Club?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Dowling Catholic Riptide Swim Club?

_____ YES _____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Dowling Catholic Riptide Swim Club's [board or a duly constituted committee thereof] in accordance with the terms and intent of the Dowling Catholic Riptide Swim Club's conflict of interest policy?

_____ YES _____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Dowling Catholic Riptide Swim Club's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

Signature

Date

Dowling Catholic Riptide Swim Club Head Coach Job Description

TITLE	Head Coach
REPORTS TO	Athletic Director
STATUS	Contract

PURPOSE

- This position exists to ensure the safety and improve the confidence, knowledge, and performance of swimmers of all ages within the Dowling Catholic Riptide Swim Club.

ESSENTIAL FUNCTIONS

- Instruct swimmers on proper methods of swimming and training
- Evaluate, monitor, and document swimmer improvement and report to parents/board of directors as necessary.
- Oversee, coordinate, and supervise assistant swim coaches, maintaining personable responsibility for their actions.
- Document the performance and provide timely feedback to assistant coaching staff.
- Encourage good sportsmanship through all interactions and lead by example.
- Establish and maintain relationships with swimmers, parents, and board members throughout the sessions and from one to the next.
- Motivate and inspire swimmers to go beyond their potential and encourage them to challenge themselves.
- Send email newsletter each Sunday during sessions to notify swimmers, parents, and board of club activities, updates, practices, meets, changes to schedule and notable events. Include one picture per newsletter email.
- Attend board meetings as requested to update board on staffing issues, swimmer attendance, meet/practice schedules, facility issues, and other topics as requested by the board. See USA leadership manual pg 31 for outline.
- Maintain emergency binder of waivers, swimmer information, parent contact information, etc, for all swimmers in each session. Perform mid-session audit of binder information.
- Send out reminder emails to swimmers/parents/board 48 hours in advance of meets or practice schedule abnormalities.
- Submit weekly attendance sheet to board treasurer.
- Document swimmer progress from beginning to end of session, being able to report out at session end regarding each swimmers improvement.
- Orate open remarks at home swim meets welcoming everyone to our facility and thanking them for supporting all athletes, both away teams and RIP.
- Meet with Meet Planner regularly to discuss dates for swim meets, conveying schedule to coaches thereafter.
- Schedule a meeting with the Athletic Director to occur monthly to discuss updates/concerns/changes/suggestions/etc.

QUALIFICATIONS

- High school diploma.
- Prior swim coach experience at the assistant or head coach level greater than 2 years.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access)
- USA Certification
- CPR and First Aid Certified

ENVIRONMENTAL CONSIDERATIONS

- Humid conditions
- Often slippery floor
- Odd hours
- Strong chemical odor – chlorine
- Some lifting < 50lbs
- Crouching, standing long periods of time
- Requires ability to swim and familiarity swimming in deep water.

APPROVED/REVIEWED BY:

DATE:

Dowling Catholic Riptide Swim Club Senior Assistant Coach Job Description

TITLE	Full-Time Assistant Coach
REPORTS TO	Head Coach
STATUS	Full-time

PURPOSE

- This position exists to ensure the safety and improve the confidence, knowledge, and performance of swimmers covering all ages within the Dowling Catholic Riptide Swim Club as led by the Head Coach.

ESSENTIAL FUNCTIONS

- Instruct swimmers on proper methods of swimming and training
- Evaluate swimmers on performance and coach methods for improvement.
- Monitor and document swimmer improvement and report to Head Coach as necessary.
- Take direction from Head Coach and work with other assistant swim coaches, maintaining personable responsibility for actions.
- Encourage good sportsmanship through all interactions and lead by example.
- Establish and maintain relationships with swimmers, parents, and board members throughout the sessions and from one to the next.
- Motivate and inspire swimmers to go beyond their potential and encourage them to challenge themselves.
- Attend board meetings as requested and staffing meetings as scheduled by Head Coach.
- Assist Head Coach to maintain emergency binder of waivers, swimmer information, parent contact information, etc, for all swimmers in each session. Perform mid-session audit of binder information.
- Take attendance at each practice using the On Deck Coaching App or on paper attendance sheet from Team Unify. . Submit weekly attendance sheet to Head Coach and/or Board.
- Assist the Head Coach to document swimmer progress from beginning to end of session, being able to report out at session end regarding each swimmer's improvement..
- Record and track hours worked following the Riptide policy for reporting time worked to be paid.

QUALIFICATIONS

- High school diploma.
- Prior swim coach or swim team experience.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access)
- USA Certification
- CPR and First Aid Certified
- Ability to pass all required background checks

ENVIRONMENTAL CONSIDERATIONS

- Humid conditions
- Often slippery floor
- Odd hours
- Strong chemical odor – chlorine
- Some lifting < 50 lbs
- Crouching, standing long periods of time
- Requires ability to swim and familiarity swimming in deep water.

Dowling Catholic Riptide Swim Club Assistant Coach Job Description

TITLE	Assistant Coach
REPORTS TO	Head Coach
STATUS	Part-time

PURPOSE

- This position exists to ensure the safety and improve the confidence, knowledge, and performance of swimmers covering all ages within the Dowling Catholic Riptide Swim Club as led by the Head Coach.

ESSENTIAL FUNCTIONS

- Instruct swimmers on proper methods of swimming and training
- Evaluate swimmers on performance and coach methods for improvement.
- Monitor and document swimmer improvement and report to Head Coach as necessary.
- Take direction from Head Coach and work with other assistant swim coaches, maintaining personable responsibility for actions.
- Encourage good sportsmanship through all interactions and lead by example.
- Establish and maintain relationships with swimmers, parents, and board members throughout the sessions and from one to the next.
- Motivate and inspire swimmers to go beyond their potential and encourage them to challenge themselves.
- Attend board meetings as requested and staffing meetings as scheduled by Head Coach.
- Assist Head Coach to maintain emergency binder of waivers, swimmer information, parent contact information, etc, for all swimmers in each session. Perform mid-session audit of binder information.
- Take attendance at each practice using the On Deck Coaching App or on paper attendance sheet from Team Unify. . Submit weekly attendance sheet to Head Coach and/or Board.
- Assist the Head Coach to document swimmer progress from beginning to end of session, being able to report out at session end regarding each swimmer's improvement..
- Record and track hours worked following the Riptide policy for reporting time worked to be paid.

QUALIFICATIONS

- High school diploma.
- Prior swim coach or swim team experience.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access)
- USA Certification
- CPR and First Aid Certified
- Ability to pass all required background checks

ENVIRONMENTAL CONSIDERATIONS

- Humid conditions
- Often slippery floor
- Odd hours
- Strong chemical odor – chlorine
- Some lifting < 50 lbs
- Crouching, standing long periods of time
- Requires ability to swim and familiarity swimming in deep water.

Responsibilities and Expectations for Coaches and Board Members

Head Coach

- Responsible for all levels of swimming in the program
- Sets workout schedules
- Attends the highest level of competition
- Sees that all meets are covered
- Designs and oversees season training plans for all groups
- Has the authority to dismiss any swimmer per disciplinary policy/procedures
- Sets team performance goals
- Determines team meet schedule
- Recommends to the board the hiring and/or dismissal of coaching staff
- Educates and supervises all coaches
- Holds a parent meeting at the beginning of each swim season

All Coaches

- Oversees daily workout
- Facilitate individual goal setting process with swimmers
- Completes attendance report
- Establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, responsibility and respect
- Challenge swimmers mentally and physically
- Supervises meet warm ups to prepare swimmers

Advisory Board Members

- Operate the club according to the Advisory Board Guiding Principles
- Conduct board meetings; post an agenda and make meeting minutes available
- Board meetings will be open to all current Riptide members
- Be available for special meetings
- Not respond to individual issues regarding swimmer/coach/parent relationships unless those issues cannot be resolved after a direct meeting with parties involved
- Support the coaching staff
- Not direct the coaching staff regarding training methods or techniques
- Provide board information to be posted on the team website as a means of communication to swimmers, coaches and parents
- Head volunteer committees
- Pursue outside sources for funding and sponsor fundraising activities
- Market our club through various methods, such as our website and distributing fliers
- The President will maintain regular communication with the head coach and conduct reviews per contract
- Continue to host swim meets as pool availability and volunteers allow

Dowling Catholic Riptide Swim Club Gift Disclosure Form and Policy

1 Page

As part of its conflict-of-interest policy, the Dowling Catholic Riptide Swim Club requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Dowling Catholic Riptide Swim Club or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the advisory board of the Dowling Catholic Riptide Swim Club.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Dowling Catholic Riptide Swim Club is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment.

Except as approved by the President of the Advisory Board or his designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with the Dowling Catholic Riptide Swim Club or,
2. Does or seeks to compete with the Dowling Catholic Riptide Swim Club or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the Dowling Catholic Riptide Swim Club.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Date

Dowling Catholic Riptide Swim Club Allowable Costs Policy

1 Page

Allowable expenses are those that are necessary for the operation of the Dowling Catholic Riptide Swim Club to the average prudent person. Expenses will be economical and approved by the Dowling Catholic High School Business Office prior to payment/reimbursement. Business Office approval will be noted in the minutes posted on the Dowling Catholic Riptide Swim Club Team Unify web site to assure transparency.

Dowling Catholic Riptide Swim Club Procurement of Goods and Services Policy

1 Page

Section 1: Introduction

This section explains the policies and procedures related to the requisitioning and/or request for purchase of goods/services and comply with all Federal and State regulations governing requirements related to these requests.

“Good(s)” are products or personal property other than money that is tangible or movable at the time of purchase, including specialty manufactured goods.

“Services” are anything that a monetary payment/stipend is expected for the execution of work provided (i.e. accounting, legal, coaching, and/or officials) where a binding agreement is assumed/present.

Section 2: Purchasing Goods

Any purchases of furniture, computer hardware/software, pool equipment, general office supplies, and items for participants over \$50 must be approved in advance by the Dowling Catholic High School Business Office.

All items over \$1,000 require at least 3 bids/quotes from different vendors to determine the most economical option prior to approval for purchase. If only one vendor for a product exists (i.e. sole source), effort to find alternative vendors must be proven in writing. Such proof can be an email or letter from the vendor(s).

Section 3: Purchasing Services

Prior to developing an agreement for services, at least 3 bids/quotes from different vendors providing the same type of services must be acquired to assure the most economical choice.

All service agreements will be approved by a majority vote of the Board. All services must adhere to the conflict-of-interest provisions outlined prior to approval.

Service agreements will be in writing, signed by the Business Office Manager and approved vendor.

Rams Swim Club Inventory Policy

1 Page

Items acquired by the Dowling Catholic Riptide Swim Club with a purchase value of \$1,000 or more will be accounted for on an inventory list upon receipt of such items. The inventory list will be verified and updated annually by a designated member of the staff.

Dowling Catholic Riptide Swim Club Safety Action Plan

1 Page

When parents join a USA Swimming club they expect it to be safe. The coaching staff together with the facility staff are important elements in providing that safety. Aquatic injury prevention is part of our daily operations. The Dowling Catholic Riptide Swim Club and the staff is intensely involved with identifying and reducing conditions that can cause injuries and financial loss. Below is our basic checklist for making sure our facilities are safe and our Club Emergency Procedures:

CHECKLIST

1. Decks clean and free from debris.
2. Fire extinguishers current.
3. Stairs and ladders sturdy and functional.
4. Diving blocks stable and secured.
5. First Aid Kit current.
6. Pace clocks free from traffic.
7. All doors are operational.
8. Pool chemicals balance logged daily.
9. Custodial equipment safely stored.
10. Bleachers free from debris and functional.

EMERGENCY PROCEDURE

1. Check the scene.
2. Second coach provides coverage and assumes control of the swimmers.
3. First responder contacts victim and moves to safety.
4. First responder checks victims' conditions.
5. Second coach notifies EMS
6. Pool cleared.
7. Head Coach notified.
8. Witnesses interviewed by second coach.
9. Report completed.
10. Return to duty, staff discussion after

The following information has been provided by Dowling Catholic High School for use in our emergency procedures.

Pool area has a physical phone **to call 911** for West Des Moines Fire Rescue. **It is in a red box as required by Iowa Public Health.**

The High School address is **1400 Buffalo Road, West Des Moines, Iowa.** Let dispatch know they need to arrive on the South Side for pool entrance.

Pool Office has a School Safety Flip Chart for safety within the school building for reference. Swim Coaches will make contact to parents or family members and will secure the area for injured person, crowd control and giving door access to direct the emergency responders.

Signs posted within the pool deck area must be followed for everyone's safety.

Injuries that require backboard CPR, or emergency personnel must file an incident report and notify one of the following people as soon as possible for safety concerns:

- DOWLING CATHOLIC HIGH SCHOOL ATHLETIC DIRECTOR, TOM WILSON, 515-360-????.
- HIGH SCHOOL FACILITY MANAGER, CPO LICENSED HOLDER, JOE SULLIVAN, 967-6631 x2457 or 515-669-6479.

All head, neck, spinal injuries or injuries that include unconsciousness, and/or death, near drowning injuries that require immediate medical attention must have a report within one day to Polk County Health Department per Iowa Public Health Code.

Incident report forms are in the pool office, inside of the phone box.

Bomb Threats, Intruder in building, Fire, Hazing and any other safety related concerns for the public and students must have notification to Athletic Director or High School Principal as soon as possible.

MSDS Sheets are in the chemical room marked with a red binder for review.

Pool has 2 back boards and buoy rings for use in the pool area for emergency needs.

First Aid Kit is in the pool office. Ice compression pack is in the emergency kit for any emergency needs. Eye wash station is in the chemical room.

If there are more than 20 swimmers in the pool, it is required to have 1-2 lifeguards supervising the swimming, ensuring they are safe and have no physical problems per Iowa Public weather Code. Copies of their certificates for lifeguard and CPR certificates must be given to the Activities Office for High School facility manager prior to use.

Diving Stand and diving board must have orange cones placed on top of those areas if not in use or at the end of using these diving areas as per Iowa Public weather Code.

After School hours or weekends when there is a problem with building or equipment needs, there is a sign by the corner of the pool entrance with phone numbers to call maintenance person who is on-call for help.

Emergency Plans are posted in Swimming Pool office, Pool Chemical Room and Phone Box of Pool Area. Student and Visitor accident forms are in pool office and phone area.

