

Code of Conduct and Travel Policies

Of the Academy Bullets Swim Club

To be a part of The Academy Bullets Swim Club, we expect our staff, coaches, swimmers and family members to adhere to the expectations and code of conduct described in this document. Swimmers, parents/guardians (when swimmer is under the age of 21), and chaperones express their agreement to follow all The Academy Bullets Swim Club policies at the time of registration with any Academy Bullets program. Coaches and staff must comply with all The Academy Bullets Swim Club policies as part of their employment agreement.

GENERAL CODE OF CONDUCT

- At all times, swimmers, staff, coaches and family members are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, volunteers and fellow competitors.
- Swimmers, staff, coaches and family members are to refrain from any immoral, inappropriate or offensive behavior such as abusive, threatening or aggressive action toward another person. This includes bullying of any type as dictated by the USA Swimming Code of Conduct (USA Swimming Rulebook; Article 304.7, page 90)
- Swimmers, staff, coaches and family members are to refrain from any inappropriate or unwanted physical contact with others.
- The use of audio or visual recording devices, including phones and tablets, is not allowed in changing areas, restrooms or locker rooms.

SWIM MEET GUIDELINES AND POLICIES

- Meet warm-up times should be strictly adhered to by all swimmers. Times will be provided by coaches well in advance of the competition.
- Swimmers are expected to check in with their coach at warm-ups and before and after their events.
- In competitions with preliminary and final sessions, all swimmers who qualify for the finals are expected to compete unless otherwise notified by the coach.
- All team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn by watching others.
- Swimmers are expected to follow the team uniform guidelines described in meet information documents provided by the coaches.
- Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.
- All Academy Bullets athletes and spectators will show respect to the facilities in which we compete and regularly clean up the area and dispose of all trash appropriately.
- No deck changes are permitted. Swimmers are expected to use the locker rooms at each facility for dressing before and after competition.

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- In accordance with USA Swimming policy, parents and family members are expected to remain in the spectator area and off the immediate competition deck unless they are working the meet in an official capacity.
- All questions pertaining to meet results, an officiating decision, the management of the meet, etc. should be referred to the Academy Bullets coaching staff. Our coaches will pursue the matter through appropriate channels if warranted.
- If a swimmer is the only Academy Bullets athlete attending a meet with a member of the Academy Bullets coaching staff and he/she is 18 years of age or younger, the swimmer must have written permission from his/her legal guardian to travel with the assigned coach.

INDIVIDUAL TRAVEL MEET POLICY

- No athlete who is 18 years of age or younger is permitted to attend a meet unless accompanied by a parent or designated chaperone, arranged for by the swimmer's parents.
- No Academy Bullets athlete age 18 or younger is permitted to drive to or from out-of-town swim meets unless accompanied by a parent or chaperone.
- Athletes who are 19 years of age or older may drive themselves to/from competitions, but may not transport younger swimmers, including siblings.
- Swimmers 19 years of age or older may travel alone to an away meet, but must receive approval from the coaching staff.
- Swimmers who are 21 years of age or older may carpool together to/from competitions.

TEAM TRAVEL MEET POLICY

All Academy Bullets team travel trips will be conducted in compliance with USA Swimming Athlete Protection Policies and Best Practice Guidelines, including the following:

- Each swimmer is reminded that when traveling on trips, competing in meets, and attending other meet-related functions, you are representing both yourself and the Academy Bullets Swim Club. Your behavior must positively reflect the high standards of the club.
- All swimmers, coaches, chaperones, and team managers traveling with the team must attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip-related timetables as needed. Being prompt and on time is essential.
- All swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, restaurant, or any other place at which the team has gathered without the permission of a coach or chaperone.
- Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately.
- Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from the trip at no cost to the club.
- When traveling by van, all passengers must wear seat belts and remain seated at all times. When traveling by other vehicles, all passengers must wear seat belts in accordance with applicable state laws.
- Swimmers are not allowed in hotel rooms of swimmers of the opposite gender.

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- Swimmers must stay in the hotel room assigned to them. Swimmers may not change rooms or roommates without authorization from the lead coach and head chaperone.
- All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew, all lights, TV's, and other electronic equipment must be turned off. Talking is not permitted. Cell phones should be set on silent or so as not to disturb teammates who are rooming with you. Any complaint of disturbance in the middle of the night by a cell phone will result in the removal of cell phone privileges for the offender.
- Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and during rest time between prelims and finals. There is to be no telephone or cell phone use, including texting, Skype, FaceTime, social media applications, etc., after curfew or during afternoon rest time.
- All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.
- Swimmers are expected to travel with and stay with the team on team travel trips.
- Chaperones, team managers, and coaches must agree to fulfill their responsibilities to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones.
- Chaperones and team managers must be non-athlete members of USA Swimming, which includes successfully passing the USA Swimming criminal background check. All coaches must be current coach members of USA Swimming, which includes successfully passing the USA Swimming criminal background check.
- In order to provide a positive experience and safe environment for swimmers, all coaches and non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with swimmers.
- Chaperones and team managers shall not possess or use alcohol, tobacco, illegal drugs, or controlled substances while this Code of Conduct is in effect.
- Coaches shall not possess or use tobacco, illegal drugs, or controlled substances; and coaches who serve as chaperones shall not possess or use alcohol while this Code of Conduct is in effect.
- Regardless of gender, at no time shall a coach share a hotel room or other sleeping arrangement with a swimmer, unless the coach is the parent, guardian, sibling, or spouse of the swimmer.
- If a swimmer is 19 years of age or older and acting as both a coach and swimmer at a meet, the swimmer must room with a coach; however, if the swimmer is acting solely as a swimmer at a meet, the swimmer should room with other swimmers, age 18 or older, and not with any swimmer from a group that the swimmer coaches.
- Coaches, chaperones, and team managers traveling with swimmers are expected to demonstrate excellent judgment and behavior to positively represent our sport and The Academy Bullets Swim Club at all times.
- Swimmers with medically prescribed drugs must declare them prior to the trip.
- When visiting public places, such as shopping malls, movie theatres, etc., swimmers age 18 or younger will stay in groups of no less than two persons. Swimmers age 12 or under shall be accompanied by a chaperone, team manager or coach.
- Violation of these rules will result in disciplinary action, including the possibility of being sent home from the meet at no expense to the club.

Furthermore, this Code of Conduct will be deemed to have been violated if the swimmer:

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- Fails to conduct himself or herself with due regard to public conventions and morals;
- Engages in any situation or occurrence including the use of illegal drugs or prohibited substances.
- Brings himself or herself into public disrepute, contempt, scandal, or ridicule.

I have read and understand this Code of Conduct and related Swim Meet and Travel Policies and by registering for The Academy Bullets Swim Club programs, I agree to abide by it. Violation of this Code of Conduct and related Swim Meet and Travel Policies will be grounds for appropriate action up to expulsion from Academy Bullets programs and facilities.

As a chaperone or team manager, I affirm that I am a current non-athlete member of USA Swimming and I have read the USA Swimming Athlete Protection Policies and agree to abide by them.

As a coach, I affirm that I am a current Coach Member of USA Swimming and I have read the USA Swimming Athlete Protection Policies and agree to abide by them.

Visit www.usaswimming.org/protect for more information
regarding the USA-Swimming Safe Sport Initiative

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