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**PARENT & SWIMMER
DOCUMENTATION**

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Updated April 9, 2021

CLUB OLYMPIA 2021 LCS WORKOUT & MEET EXPECTATIONS

(These are just the minimum standards)

Swimmers **MUST** have these expectations mastered within a year of joining Club O:

1. Respect team, teammates, parents, coaches, officials and competitors.
2. ONLY positive self-talk and team-talk; growth mindset; FALL 7, RISE 8!
3. No trash talking and no talking about or touching anyone's body parts.
4. Leave any place you go as a Club Olympia team member cleaner than you found it.
5. Only Club Olympia apparel (sweats, t-shirts, swim caps, etc.).
6. Do not pee or spit in the pool or in the gutter! You do **NOT** need permission to use the restroom!
7. Swimsuits will be appropriate and cover all relevant body parts. Only appropriate two-piece suits for females when practicing outdoors can be worn instead of a regular one-piece suit.
8. Streamline off all walls (including starts).
9. MINIMUM Five (5) dolphin kicks on Freestyle and Backstroke starts/turns in practice, going right into at least 6 flutter kicks while still in a streamline; 5 DKs for Butterfly and keep kicking while you break your streamline to start to swim the Butterfly.
10. Take 3 strokes before breathing off starts and turns when swimming Freestyle (unless taking 2 strokes INTO wall without breathing, then two strokes out before breathing is okay).
11. There is to be NO breath without a stroke at the turn or finish (should be flags in, no breath)!
12. Minimum 4 strokes without a breath at the finish of Freestyle repetitions and races (see above).
13. No breath into OR out of Butterfly turns and no breath on last stroke (preferably last 2 strokes).
14. Must do one full (complete) and legal underwater pullout on ALL Breaststroke walls and starts WITH the one permissible dolphin kick per pullout.
15. Simultaneous (& legal) two hand touches on turns and finishes in Breaststroke and Butterfly
16. Leave 5 seconds apart (going underwater on the 9 or 4 and pushing off on the 0 or 5).
17. Know how to read a pace clock and know your time on each repetition.
18. Pay attention and when a coach is talking: eyes on coach, ears open and mouth shut.
19. Stay OFF the lane lines at all times.
20. No stopping during a set ... go to the restroom and drink water as soon as a set is finished.
21. **Know and follow this COVID-19 Protocol for practices:**
 - a. As of Monday, April 12, 2021, swimmers, coaches and parents must continue to wear masks at all times, except when swimmers are getting ready to enter/exit the pool for practice.
 - b. Practices are generally 90-120 minutes for Blue, 60-90 minutes for Red and White.
 - c. Swimmers should arrive 15 minutes early for practice (practice officially starts at East on weekdays at 5:30 p.m.) and find a place on the outside of the pool, keeping 6' from your teammates, to go through the Club Olympia stretching routine, which will be led by one of the high school-aged swimmers. If a swimmer arrives more than 15 minutes before the practice's start time, he or she should stay in their car. If a swimmer is late, they should follow the parent taking temperatures and facilitating the swimmers' entry to the pool.
 - d. Swimmers should follow 6' social distancing guidelines (SDG) at all times and should have answered all seven questions below the signature line in the affirmative each day BEFORE coming to practice!

- e. If you need normally need extra time to get in the water, get your cap and goggles on after stretching and before walking into the pool. Swimmers MUST be ready to get in at the start of their practice.
- f. Parents please stay in your cars UNLESS you have driven in from out of town (in that case, you may enter the pool area and sit 6' apart in the stands). Swimmers only on deck unless a parent is assisting with entry/exit (keeping swimmers 6' apart) or emergency (only) use of the restroom facilities.
- g. Swimmers arrive at the pool prepared to swim. No deck changing. **Wear your suit to and from the pool!** Younger swimmers may want to come with their cap already on.
- h. Swimmers immediately report to your assigned area to place your belongings (your belongings should be 6' from nearest swimmer on either side of you, unless it's a family member or someone you regularly carpool with).
- i. Parents must be ready to pick their child(ren) up as soon as practice finishes.
- j. **Swimmers that do not follow these rules will be removed from the group.**

22. Know and follow Club Olympia coaches' expectations for **MEETS**:

- a. Only Club Olympia apparel (sweats, t-shirts, caps, etc.) at meets.
- b. Be on time! On deck & ready 10 minutes PRIOR to Club Olympia's warm-up time.
- c. Swimmers need to check in at MOST meets...the time to check in is usually 15-30 minutes BEFORE the start of warm ups and then the sign-in sheets usually come down around 15 minutes AFTER the start of warm ups.
- d. Be behind YOUR lane at least 3-4 heats prior to your heat (this varies on the length of the race), pay attention and be mentally/physically ready to swim fast.
- e. Be ready to swim (cap already on) when going down to your lane for your event.
- f. Warm-up/Warm down ... an appropriate amount & immediately before/after a race.
- g. Camp in team area on deck, in stands or in a hallway (when/where permitted).
- h. Dry off ASAP and put on appropriate and warm clothes and shoes.
- i. NO electronics or cell phones for video games, for texting friends, or for social media.
- j. Bring plenty of towels, drinks and healthy food.
- k. Stay focused on the purpose ... meets are chances to get PRs (best times), as well as a time to have fun and meet swimmers from other teams.
- l. Cheer for AND support ALL of your Club Olympia teammates (and be a good sport to your competitors, win or lose, as well ... if you lose or do not do your best THIS time, just remember that 99.9% of the time, there will ALWAYS be another swim!)! Enjoy (within reason, no gloating) your successes and learn from your mistakes!

Membership in Club Olympia is a PRIVILEGE. These expectations are *minimal* and therefore they are NOT negotiable nor are they arbitrary. They must be followed ALL of the time!

ELECTRONIC COMMUNICATION POLICY

PURPOSE

Club Olympia Swim Team (“Club Olympia”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While Club Olympia acknowledges the value of these methods of communication, Club Olympia 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 regarding Athlete Protection.

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

- drugs or alcohol use;
- sexually oriented conversation, sexually explicit language, or sexual activity;
- the adult’s personal life, social activities, relationship or family issues, or personal problems; and
- 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 always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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 a matter of record and part of Club Olympia’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 as a representative of Club Olympia. 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 should not have any athlete member of Club Olympia join their personal page as a “friend.” As of April 2019, a coach should not accept any “friend” request from an athlete. In addition, 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.

Club Olympia has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

TWITTER and INSTAGRAM

Coaches and athletes may follow each other on Twitter and Instagram. Coaches cannot retweet or repost an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter or Instagram or any other social media application.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6am until 9pm. 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 6am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member should 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.

ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable on Club Olympia Swim Team (“Club Olympia”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Club Olympia 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 CLUB OLYMPIA’S BULLYING POLICY AND ACTION PLAN:

1. To make it clear Club Olympia 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 Club Olympia 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.

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).

REPORTING PROCEDURE

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 Olympia Coach, Board Member, or other designated individual;
- Write a letter or email to a Club Olympia 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 swimmers 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:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. 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.
 - a. Review the USA Swimming definition of bullying;

- b. 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?
- c. 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.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

1. Support the kids who are being bullied

- a. 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.
- b. 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.
 - 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.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

2. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - 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.
 - 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.

- d. 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:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for Club Olympia, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - 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.
 - 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.

- 3. 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.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. 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."
 - d. Set a good example by not bullying others.
 - e. 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.

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

WHAT IS USA SWIMMING?

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act which specified that all Olympic sports would be administered independently. Prior to this act USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, CO, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct administration of swimming in the United States. In this capacity, USA Swimming formulates rules, implements policies and procedures, conducts national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competitions.

HOW IS USA SWIMMING ORGANIZED?

International- The international federation for the aquatic sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through the United States Aquatic Sports (USAS) made up of four aquatic sports- swimming, synchronized swimming, diving, and water polo.

National- USA Swimming is a Group A member of the United States Olympic Committee and has voting representation on the USOC House of Delegates.

Local- Within the United States. USA Swimming is divided into fifty-nine Local Swimming Committees (LSCs) each one responsible for administering USA Swimming activities in a defined geographical area. Each LSC has its own set of by-laws under which it operates.

A House of Delegates with representation of athletes, coaches, members or the Board of Directors and clubs are responsible for managing the business affairs of each LSC.

HOW ARE DECISIONS MADE IN USA SWIMMING?

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy, and expertise at every level from the national Board of Directors to the local swimming clubs. All policy decisions are made through a chain of committees- committees reporting to elected vice presidents. The USA Swimming House of Delegates meets once a year at the USAS Convention and determines the rules and regulations for swimming the following year. In between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for the corporation.

MORE INFORMATION ON USA SWIMMING

USA Swimming provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist you in answering questions providing additional information about USA Swimming. For information or assistance, visit: www.usaswimming.org

USA SWIMMING - SAFE SPORT

USA Swimming is committed to fostering a fun, healthy and safe environment for all its members. USA Swimming's Safe Sport program consists of a multi-layered approach to keep kids safe, including required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations. For more information, visit their website at: <https://www.usaswimming.org/safe-sport>

SAFE SPORT LINKS/RESOURCES

[Best Practices Guidelines](#): The guidelines listed in the link are strongly recommended for all USA swimming members.

[USA Swimming Code of Conduct](#): When making the decision to report a concern you have; it can often feel intimidating and overwhelming. Please use the guidelines in the link provided to help you on the first step "Where do I report?". The links provided on this site will additionally help you get in touch with the appropriate people.

[How to Deal with a Safe Sport Concern](#): The SafeSport Helpline provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support. All services are anonymous, secure, and available 24/7.

MINOR ATHLETE ABUSE PREVENTION POLICY

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” the club and/or LSC’s official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.

[Recommended]

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition:

In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

Sources:

<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/club-toolkit/1.-policies-and-guidelines/best-practice-guidelines.pdf>

<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>

<https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern>

<https://www.safesporthelpline.org/>

CLUB OLYMPIA COACHES CODE OF CONDUCT

PURPOSE

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

POLICIES

- At all times, adhere to USA Swimming's rules and code of conduct.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Win with humility and lose with dignity.
- Continue to seek and maintain professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.
- Act and dress with professionalism and dignity in a manner suitable to the profession.
- Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

CLUB OLYMPIA SWIM TEAM PHOTOGRAPHY POLICIES

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.
2. A parent or guardian has a right of refusal to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in the host club’s meet announcement and/or information letter. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Please read the handbook in its entirety. A link to submit swimmer information and a consent form will be sent to you.

By signing & dating the consent form, swimmers and parents agree to follow OR exceed the workout and meet expectations ALL the time. You also agree to follow the action plan to address bullying, follow the Electronic Communication Policy, and the safe sport guidelines mandated by USA swimming.