

ATHLETE CODE OF CONDUCT

All athletes are expected to act in a respectful and responsible manner at all times as their actions, whether positive or negative, are a reflection upon CSC. Athletes who knowingly disregard CSC policies, including the Athlete Code of Conduct, will be subject to Disciplinary Procedures as outlined in this handbook. This Code of Conduct is in effect throughout the year.

DO's (Examples include but are not limited to:)

- Athletes exhibit good sportsmanship at all times. Athletes win gracefully, lose graciously, and congratulate their opponents in either case.
- Athletes are respectful of their peers, coaches, officials, parent/guardians and facilities at all times.
- Athletes act with honesty and integrity at all times.
- Athletes comply with the CSC Social Media and Electronic Communication Policy

DON'T's (Examples include but are not limited to:)

- The illegal possession or consumption of alcohol, tobacco products, or use of any illegal drug or USOC banned substance is strictly forbidden. Further, athletes should not be in the presence of others (regardless of team affiliation) participating in any of the above illegal activities.
- Audio or visual recording by any method (camera, phone, electronic device, etc.) is forbidden in changing areas, restrooms, and locker rooms.
- Hazing, harassment, infliction or threat of bodily harm, and bullying are forbidden.

CSC's disciplinary procedures will apply to any athlete who violates the Code of Conduct.

PARENT/GUARDIAN CODE OF CONDUCT

CSC's Parent/guardian Code of Conduct ensures we create a supportive environment for our athletes, coaches and families so that every athlete can achieve their full potential. All parent/guardians connected to an athlete are expected to act in a respectful and responsible manner at all times. CSC parent/guardians' actions, whether positive or negative, are a reflection upon CSC. This Code of Conduct is in effect throughout the year.

DO's (Examples include but are not limited to:)

- Parent/guardians, through their actions and conduct, will exhibit good sportsmanship and encourage athletes to do the same at all times. Parent/guardians will serve as positive role models for their children and teammates.
- Parent/guardians will respect and cooperate with coaches, other parent/guardians, team athletes, opponents, spectators and officials at all times. They will comply with all facility guidelines at events CSC attends.
- Parent/guardians respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. **Only coaches may approach meet officials.**
- Parent/guardians recognize CSC coaches are professionals and allow them to coach without interference. Parent/guardians leave coaching to the coaches and respect all coaching decisions such as practice group assignments, meet entries, training focus, etc.
- Parent/guardians with a concern related to any coach or official within CSC, should discuss the concern with the athlete's coach privately and in a professional manner. If the matter is not resolved, the issue should be brought to the attention of the Head Age Group Coach or the Head Coach. If the response is unsatisfactory, a parent/guardian may then submit a formal written, signed and dated statement to the CSC Board Chair. The Board chair is authorized to create a panel of three CSC BOD members who, in their discretion, will review the matter and make a decision that is final and cannot be appealed.
- Parent/guardians comply with the CSC Social Media and Electronic Communication Policy.

DON'T's (Examples include but are not limited to:)

- Parent/guardians will not access locker rooms in use by athletes.
- Audio or visual recording by any method (camera, phone, electronic device, etc.) , is forbidden in changing areas, restrooms and locker rooms

- Parent/guardians will not consume alcohol, tobacco products or illegal drugs at CSC events.
- Hazing, harassment, infliction or threat of bodily harm, and bullying are forbidden.

Any violation of the Parent/guardian Code of Conduct will be brought to the attention of the CSC Board of Directors, which will issue the appropriate response. This response could include one or more of the following: verbal or written reprimand, probation, expulsion, or temporary/permanent suspension.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

As representatives of the Carmel Swim Club athletes and parents/guardians have the responsibility to portray their team, CSC, and themselves in a positive manner. In addition to the agreed upon behaviors in the Athlete and Parent/guardian Codes of Conduct, if you participate in any electronic communications (e.g., texting, e-mail), interact on a social networking site(s), or use social media (e.g., Twitter, Facebook, Instagram, Snapchat) you must avoid inappropriate and offensive behaviors. If an athlete's social media profile and its contents or other electronic communications are found to be inappropriate in accordance with the behaviors listed below, he/she will be subject to disciplinary action in accordance with the club's Code of Conduct.

Examples of inappropriate and offensive behaviors may include, but are not limited to the sending or posting of photos, videos, comments, messages, or links to content depicting: sexual conduct, including pornography;

- Use of alcohol, drugs, tobacco, and/or smoking/vaping devices;
- Behavior that is unsportsmanlike, derogatory, demeaning, defamatory, or threatening toward any other individual or entity (for example, derogatory comments regarding another athlete or club).
- Sending or posting any photos, videos, comments, messages or links to content depicting or encouraging violent or illegal activities (for example, sexual harassment, vandalism, bullying, hazing, underage drinking, or illegal drug use).

Any form of electronic communication between athletes and coaches is strongly discouraged by CSC. Under certain rare circumstances, electronic communication may be necessary for activities related to the club. Whether a coach initiates contact with an athlete via electronic communication, or replies to contact *from* an athlete, **the coach's communication must include either another coach or a parent/guardian.** Parent/guardians acknowledge that being included on any electronic communication with a coach is for transparency and informational purposes only – it is not an invitation to respond.

- **Example of a coach initiating electronic communication with an athlete:** At a national meet, a coach may need to text an athlete that he/she has advanced to a finals evening session due to

scratches. This policy requires that the communication from the coach must directly include another coach or one of the parent/guardians of the athlete.

- **Example of an athlete initiating electronic communication with a coach:** An athlete knows that he/she will be late to practice after school and decides to text the coach. If the athlete texts the coach, then any reply from the coach must include the athlete's parent/guardian OR another coach.

Remember:

- Always present a positive image and don't do anything to embarrass yourself, your team, your family or the Club.
- The internet is permanent. Anything posted online is available to anyone in the world. Any content you post is completely out of your control the moment it is placed online, even if you limit access to your page.
- Don't post anything you wouldn't want your coaches or parent/guardian to see.
- Your social media content can and likely will be reviewed by colleges/universities and potential employers.

HAZING, BULLYING AND HARASSMENT POLICY

The purpose of this policy is to maintain a safe learning and team environment for all athletes and staff at Carmel Swim Club. Hazing, bullying and harassment are expressly forbidden by CSC and USA Swimming. Any athlete or Parent/guardian who engages in hazing, bullying or harassment will be subject to disciplinary action in accordance with the club's Code of Conduct. CSC will respond upon learning of such behavior; however, CSC is under no obligation to undergo any further investigation.

"Hazing" refers to any activity expected of someone joining a group or organization that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing is a criminal act in Indiana. See Indiana Code 35-42-2-2.5.

"Bullying" refers to any activity that intimidates, harasses, ridicules, humiliates or threatens another; that subjects another to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the person or discourages the athlete from remaining in the swim club.

In the context of school environments, bullying is defined as "overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school." See Indiana Code §20-33-8-0.2.

"Harassment" refers to conduct directed toward a victim that includes but is not limited to repeated or continuing impermissible contact that would cause a reasonable person to suffer emotional distress and that actually causes the victim to suffer emotional distress. See Indiana Code §35-45-10-2.

Hazing/Bullying/Harassment vs. Team Building

<u>Hazing/Bullying/Harassment</u>	<u>Team Building</u>
Humiliates and degrades	Promotes respect and dignity
Tears down individuals	Supports and empowers
Creates division	Creates real teamwork
Lifelong nightmares	Lifelong memories
Shame and secrecy	Pride and integrity
Is a power trip	Is a shared positive experience!

Reporting Procedures

Any athlete who believes he or she has been the victim of hazing, bullying or harassment or any person with knowledge or belief of conduct which may constitute hazing, bullying or harassment of an athlete must report the alleged acts *immediately* to a CSC coach or CSC BOD member.

Reports will be investigated in accordance with CSC's Disciplinary Procedures.

CSC DISCIPLINARY PROCEDURES

The following disciplinary procedures apply to behavior occurring during or at an activity or function associated with Carmel Swim Club including but not limited to swim practice, swim meets, team trips, team outings, or individual group outings. This procedure may also address objectionable behavior by athletes of Carmel Swim Club occurring outside of club activities.

Classification of Objectionable Behavior:

- **Class I** – Behavior considered severely disruptive, possibly life threatening and/or illegal.
 - Examples: sexual abuse or harassment, drug dealing, fighting resulting in serious bodily injury, felony convictions.
- **Class II** – Behavior considered disruptive; having an intended detrimental effect on one’s self, other athletes of the team, or the general public; causes significant damage to the reputation of the club and/or the coaches; leading to the possible injury of self or other persons.
 - Examples: possession or use of illegal drugs, alcohol, or significant vandalism.
- **Class III** – Behavior considered somewhat disruptive and reflecting negatively on the Carmel Swim Club.
 - Examples: possession or use of tobacco, minor theft and vandalism, being disruptive in practices or meets, abusive language or behavior, insubordination to the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

Discipline Procedure:

Class I and Class II Objectionable Behavior

Upon learning of behavior, the CSC Board of Directors may nominate a Disciplinary Committee consisting of current CSC Board members to:

- Notify the parent/guardian/guardian of the athlete of the reported behavior
- Investigate the matter by interviewing minor athletes (with parent/guardian authorization), and any other witnesses.
- Report the conduct to law enforcement if required
- Make a disciplinary determination which may include membership termination, suspension, or other action.
- Disciplinary determinations will be emailed to the parent/guardian and athlete within one week of completing all necessary investigation activities with a read receipt confirmation requested.

Class III Objectionable Behavior:

Handled by the Coaching staff (Parent/guardians will be notified if discipline involves a suspension). Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior.

Discipline Involving Suspension:

For any class of objectionable behavior involving suspension of membership is an option. Terms of the suspension must be adhered to by the athlete/parent/guardians in order to be reinstated by the Committee at the end of the suspension period. During the suspension period, athletes remain an athlete of Carmel Swim Club and thereby all dues and fees are still due in full. The athlete cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of suspension, all team support requirements remain the responsibility of the athlete's family and any missed sessions will be charged in accordance with the then current fee schedule.

CSC will generally follow suspension process below involving a class I or II Objectionable Behavior:

- 1st Offense – Suspension from the team for a minimum period of thirty (30) days of the athlete's season (these days may extend into the athlete's next season, if needed).
- 2nd Offense - Suspension from the team for a minimum period of sixty (60) days of the athlete's season (these days may extend into the athlete's next season, if needed).
- 3rd Offense – Membership may be terminated. In the alternative, the matter may be elevated to the Board of Directors as outlined under Discipline Procedures for Class I and II Objectionable Behaviors, above.

All disciplinary classifications and decisions by a Coach, Board of Directors, or Disciplinary Committee are final and cannot be appealed.

High School Athletes

During the high school swim season, Carmel High School disciplinary procedures govern athlete behavior when an athlete is participating as an athlete of the high school swim team. The athlete's high school season ends at the conclusion of their final high school swim meet.

ATHLETE TRAVEL POLICY

When traveling as an athlete of Carmel Swim Club you represent yourself, your family, and your team. Therefore, every athlete is expected to conduct himself/herself at all times in an exemplary manner. In addition to additional policies outlined in the Team Handbook, athletes and chaperones must agree to the following prior to participating in team travel events planned and supervised by Carmel Swim Club.

1. Athletes should not ride alone in a coach's vehicle without another parent/guardian or athlete present, unless prior parent/guardian permission is obtained.
2. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
3. 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.
4. At no times will male and female athletes be in the same room together unless a coach or chaperone is in the room or has approved the situation. This applies to athletes or athletes from another team.
5. Athletes and staff traveling with the team will attend and be punctual for all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
6. Athletes are expected to remain with the team at all times during the trip. Athletes 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.
7. No athlete may be out of their room after the assigned curfew without permission from a coach or chaperone.
8. Any damages or thievery incurred at a hotel will be at the expense of the athletes assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. No expenses will be charged to the room by the athletes (phone calls, room service, movies, etc.).
9. The directions and decisions of coaches and chaperones are final.

CHAPERONE RESPONSIBILITIES

Chaperones are an official representative of the Carmel Swim Club and are expected to conduct themselves in an exemplary manner. The following chaperone responsibilities ensure the safety of all athletes on team travel trips.

General

1. Chaperones must be non-athlete members of USA Swimming.
2. Chaperones must conduct themselves in a manner consistent with being an official representative of the Carmel Swim Club.
3. Chaperones must be chaperones at all times. Officiating or working in any other capacity at the meet is prohibited.
4. Chaperones may not bring any other children or family athletes (non-athletes) with them, which could result in distraction from the performance of the chaperone duties.
5. Chaperones should immediately notify the coaches of any behavior problems.
6. Chaperones acknowledge that the club does not carry liability insurance to cover personal vehicles used to transport athletes.
7. Chaperones will refrain from the use of tobacco and alcohol.
8. The swim club pays for chaperones' lodging expense (room cost & tax). Therefore, they may be asked to share rooms.

Prior to Departure

9. Prior to the trip, chaperones may be asked to help with the general meal planning (i.e., if no breakfast in hotel, places for lunches and dinners, dinner at hotel, fast food in area, what meals will be brought in to hotel, etc.). The coach will make the final meal plans.
10. Chaperones will be given a copy of the medical release forms for their group, a roster with cell phone numbers for athletes, coaches and chaperones, and the chaperone group assignments. At the hotel, chaperones will add room assignments.
11. Chaperones will be given a schedule for the trip. They are expected to be at designated meeting places prior to the arrival of the athletes.

During the Trip

12. Chaperones may be asked to drive the athletes during the trip. Seat belts are to be worn by all, and speed limits are to be adhered to at all times.

13. Chaperones will take a head count prior to each departure and upon each destination arrival. Chaperones are to know where the athletes are at all times.
14. Chaperones and coaches traveling on the team bus are expected to sit at least fifty percent of the way back and make hourly sweeps of the bus. On overnight travel, the chaperones should maintain their location, but are encouraged to sleep.
15. Chaperones will give their cell phone numbers, room numbers and phone extension to the athletes at or prior to check-in.
16. Chaperones will enforce curfew times (as established by the coaches), do bed check at curfew times, and stay alert until all are asleep. This could mean staying in hallway or keeping your door open to listen until all is quiet.
17. Chaperones will help with meals. They may be asked to pick up take-out food and may need to shop for drinks, plates, utensils etc. for meals brought in to the hotel. It also may be necessary to take athletes to the grocery store.
18. In the event of an emergency, the chaperone is authorized to seek necessary medical care. Coaches and chaperones should use prudent judgment regarding the two parent/guardian rule in this situation.
19. If athlete is leaving on a flight other than the scheduled flight, a chaperone will stay with athlete until the flight boards (as allowed by airport security protocol), unless other arrangements have been made prior to trip. If the chaperone is not flying that day, they will need to ask at the counter for a gate pass to accompany a minor.

CARMEL HIGH SCHOOL FACILITY GUIDELINES

Our athletes' safety is a top priority at the Carmel Swim Club. We are guests of the Carmel High School and the use of its facilities are a privilege. Listed below are some guidelines for use of the Carmel High School facilities which include the pool deck, locker rooms, pool, balcony, parking lots, cafeterias, gymnasiums and any other areas of the school:

Pool Deck:

Parent/guardians are more than welcome to view swim practices and/or lessons from the pool balcony. However, for insurance reasons (safety and liability), parent/guardians are prohibited from entering the pool deck before, during, or after swim practices and/or lessons. You are welcome to speak with your athlete's coach in the pool lobby before or after practice.

Locker rooms:

1. Carmel Swim Club athletes in the Discovery, Imagination, Voyager, Exploration and Challenge groups use the PE locker rooms located at the south end of the pool. The Senior group athletes use the Varsity and Community locker rooms. Swim lesson participants, master's athletes and lap swim athletes use the Community locker rooms located at the north end of the pool.
2. Parent/guardians with a swim lesson child of the opposite gender should use the Community locker room appropriate for the parent/guardian. We recommend the child change in a private shower or bathroom stall. If a child is over the age of 5 years old, they may use the appropriate locker room for gender (without parent/guardian), but the Aquatics Center MUST have permission from parent/guardian to send the child into the locker room.
3. Athletes should not linger in the locker rooms. Before practice, athletes should change clothes and meet their coach on the pool deck as soon as possible. After practice, athletes should quickly shower, get dressed and meet their parent/guardians in the pool lobby.
4. Parent/guardians of the same gender should only enter locker rooms in an emergency situation. There is limited space in the locker room and we ask that you please respect the privacy of the athletes who are getting dressed after practice. If your child is taking too long to get out of the locker room, open the door and encourage them to get dressed quickly.
5. The Carmel Swim Club Coaches of the same gender walk through the locker rooms before and after practice to ensure that horseplay or nothing out of the ordinary is occurring. The coaches' presence tends to limit unwanted behavior.
6. Athletes can wear swim suits home after practice if they are not comfortable using the locker rooms.
7. There are security video cameras throughout the high school, including all entrances to the building, on the pool deck, and the hallway outside of the locker rooms.
8. Parent/guardians should report any suspicious activity to any Carmel Swim Club or Carmel Aquatic Center staff.

Pool Balcony:

1. Use the balcony for viewing practice only.
2. Do not lean on the glass railing; a panel has broken in the past!!
3. Do not try to communicate with your athlete or the coach during practice. The athletes need to pay attention to the coach. Talking or gesturing to either the athlete or coach is distracting to the entire group.
4. Do not bring any type of ball into the balcony.
5. Running or horseplay is not allowed in the balcony.
6. Supervise non-swimming siblings at all times.

Pool Lobby:

1. Refrain from playing any games that interfere with the normal flow of traffic in and out of the building including the use of tennis, soccer, footballs, etc.
2. Athlete back packs should be stored in the appropriate area designated by your group coach.

Parking:

1. If you are going inside the building to pick up your athlete, park in one of the parking lots north of the pool. The circle drive in front of the pool (entrance 21N) is for athlete pickup/drop-off only. There are many other clubs, teams and events that use this drive for pickup/drop-off for their student athletes.
2. Parent/guardians should be ready to pick up their athlete(s) at the designated time when swim practice ends for their swim group. Parent/guardians who do not attend swim meets need to pick their athletes up from swim meets immediately when the swim meet has ended. The swim coaches and other aquatics' staff have other commitments after practice/meets and if they have to wait on parent/guardians to pick up athletes, this makes them late for their appointments/commitments. Also, some children experience anxiety when they are not picked up in a timely manner.