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Crawfordsville, Indiana



Team Handbook

Revised May, 2019

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Welcome to the Sugar Creek Swim Club!!

We are a coach-directed, athlete-centered, parent-supported competitive swim **TEAM** dedicated to the long-term progress and participation of our members. Our swimmers and coaches value excellence and fun and our program is intent on promoting a healthy lifestyle by developing every athlete's aquatic & athletic skills and their mental & emotional capabilities. The dynamic curriculum is oriented toward continuous growth and we eagerly welcome new members at any time of the year.

SCSC is a 501(c) 3 non-profit organization and member of Indiana Swimming & USA Swimming. The team is governed by its elected volunteer Board of Directors which meets each month at the Crawfordsville Aquatic Center. Parents are welcome to observe practices and attend Board meetings and are encouraged to be involved in ALL team activities.

SCSC works on developing positive self-image, motivation, discipline, goal setting and measurement of individual improvement. This handbook contains a great deal of the information you will need in order to become acquainted with SCSC and age group swimming. Please keep it as a reference along with other materials and newsletters which are published periodically.

MISSION

To develop young people, within a safe, healthy, and positive competitive swimming environment, into athletes who thrive physically, mentally, and emotionally.

PURPOSE

The purpose of Sugar Creek Swim Club is to provide a program and environment to encourage the pursuit of excellence in competitive swimming for girls and boys in Montgomery and surrounding counties.

OBJECTIVES

1. To aid in the socialization process of youngsters through:
 - a. Development of positive self-image, self-respect and confidence.
 - b. Development of self-reliance and self-discipline.
 - c. Development of self-motivation, goal setting, and achievement through hard work.
 - d. Ability to deal with stress.

2. To furnish a wholesome and worthwhile physical and recreational outlet.
3. To provide opportunity to learn sportsmanship and teamwork.
4. To provide training and competition for all swimmers who desire it, allowing for each individual to develop to his or her full potential.
5. To provide opportunity to learn good health habits.
6. To provide experienced swimmers to participate in high school, collegiate, and United States Swimming programs.

THE PARENTS ROLE IN SCSC

One of the great advantages of age group swimming is the way it brings families together in an interest that is primarily a child's interest while creating a vehicle for parental effort with and for their child. Age group swimming is TOGETHERNESS and the parent's role is crucial in:

- Providing good health habits at home with well balanced meals, adequate sleep, and regular exercise.
- Encouraging regular and prompt attendance at practice helping swimmer keep records of times and setting goals for races providing encouragement with praises for good swims and support and understanding when a swim has been disappointing encouraging good sportsmanship at all times
- Helping with the SCSC organization and working at home meets.

However, it is important in swimming as in all sports to let the coaches handle the coaching of your swimmer. Much time and thought go into the planning of sequential development of stroke technique, practice routines and mental training. If you have questions about your child's performance technique, talk to the coach. The coach's job is to coach, parents' job is to love.

General Information

PRACTICE

- Many swimming teams do not permit parents at practice; SCSC has traditionally had an open balcony policy.
- Parents SHOULD NOT be on deck during practice. Please do not signal, talk, or otherwise communicate with your swimmer from the balcony. This interferes with your swimmer's concentration and is distracting to the other swimmers.
- Parents should not be on the pool deck or pacing the length of the pool during their child's race. Cheer loudly if you like from the balcony or grandstand but not by the edge of the pool. If you are officiating, avoid cheering.
- Never argue with an official. Coaches' responsibilities include dealing with any unforeseen situations that may arise. Do not take it upon yourself to resolve the problem. See the Coach and let them do their job.
- Encourage good sportsmanship at all times. Avoid playing your child against his or her nearest competitor. This is not healthy motivational technique.

TEAM UNIFORM

- Each member of SCSC is required to purchase the team suit and cap to wear to competitive meets. It is recommended that a different suit be worn to practice to prolong the life of the team suit.

TRAVEL TO MEETS

- It is the responsibility of each swimmer to arrange for his/her travel to away meets, as no team sponsored transportation will be provided. Ride sharing is encouraged as a way to build friendships among team members, as well as make it possible for more swimmers to attend away meets.

SCSC FINANCIAL INFORMATION

Sugar Creek Swim Club is a not-for-profit organization that operates on a fixed budget. Revenue is generated in several different ways as explained below. As an SCSC family you have a financial obligation to assist in the operation of the excellent program provided.

- REGISTRATION FEES provide about 40% of the operation budget. Each family is required to pay registration for each swimmer before the swimmer begins training each season. Fees are on an increasing scale based on coaching and pool time.
- USA SWIMMING REGISTRATION is paid along with your SCSC Club fees. It is an annual fee which provides accident insurance at practices and sanctioned meets, as well as membership in United States Swimming. The fees are collected by SCSC and passed on to Indiana Swimming.
- ENTRY FEES are charged for all meets. When you sign up to go to a meet SCSC must send a payment for your child's events to reserve a place in the meet. This is usually 4-6 weeks prior to the meet. You will then be billed for these fees. Even if your child becomes ill or does not participate for any reason, you still are obligated to pay the entry fees. Please pay these promptly when billed as SCSC has a constant cash flow problem from paying these fees in advance.
- FUND RAISING activities contribute about 10% of the money required to run SCSC each year. As an SCSC family, you are expected to support the various activities both with volunteer labor and financial assistance. Swim meets make up the majority of the fund-raising effort. SCSC hosts 5-7 meets each year where you will be expected to work, as well as watch your swimmer participate. It takes 50-60 people per 4-hour session to effectively run a swim meet, so it takes the full participation of everyone on the club. Other SCSC fund raising events vary from year to year, and may include Swim-A-Thon, Strawberry Festival, etc.

PARENTAL OBLIGATION

All parents should be willing to make a commitment to SCSC in order to ensure the success and enjoyment of their swimmers, and that SCSC remains the quality organization it has become over the years. In addition to making certain that your swimmers get to practice and meets, SCSC needs our help to run home meets. SCSC has attained the reputation of running the most well-organized meets held in the area and it must all be done with volunteer help from parents. It takes the cooperation of many parents to work in the concession area, awards, timing, runner, scorer, etc. These jobs are not difficult and all afford the opportunity to take a break long enough to see your child swim. Please be a willing volunteer when another volunteer who is in charge of obtaining workers calls to ask for your help. It takes all of us, working together, to see that we all do our share, and that no one must be asked to do double duty. Remember that without your help it may be your child who doesn't get to the pool in time for his/her event, or get the proper award or correct time for a good swim.

PARENT RESPONSIBILITIES

1. Emotional Support - monitor stress
2. Financial - logistical - support club and coach
3. Monitor/Manage competitive stress at home
4. Help coach gain insights into child
5. Find out what swimmer wants from sport
6. Develop realistic expectations of their ability
7. Help child accurately interpret win/lose, success/failure
8. Discipline – Sportsmanship
9. Communicate directly with coach

COACH'S RESPONSIBILITY

1. Spell out program clearly
2. Communicate directly
3. Technical/competitive training
4. Be approachable
5. Accept feedback / criticism

6. Know swimmers as a person
7. Educate parents about the sport and their role.

HISTORY OF SUGAR CREEK SWIM CLUB

Following the opening of the Wabash College indoor pool, Sugar Creek Swim Club was organized in 1969 as a year-round swimming program and was chartered with the Indiana AAU Competitive Swim Committee. SCSC grew out of two former summer programs, the Crawfordsville City Swim Team and the Crawfordsville Country Club Swim Team. The team practiced at Wabash College in the winter and at the City pool and Wabash College in the summer. In the fall of 1993, the team moved into the newly constructed Crawfordsville Aquatics Center where it practices year-round. Josie Legg served as the first coach. When the Leggs moved from Crawfordsville, SCSC hired Wabash College students Rich McGinnis (1970-1972) and Steve Santello (1970-1974) as coaches. Bruce Hamman from the Wabash College Athletic staff was hired in the summers until 1974 when Dan Phelps from North Montgomery High School was hired. In the fall of 1974 Gail Pebworth was named head coach and she served in that position until the fall of 1987 when she left to become head coach at Wabash College. SCSC grew to be recognized as one of the best programs in the state under Coach Pebworth, both in terms of developing swimmers and being very active in hosting well run swim meets. Jane Coudret moved up from the Assistant Coach's position to take over the club in 1987. Jane also coached the Crawfordsville High School girls' and boys' programs. In 1991 Coach Coudret took the Aquatic Director's position at Concord High School. Jordan Hatch, who coached the boy's program at Southmont, was hired as Head Coach with Laurie (Sieferman) Frye as his assistant coach. In 1992 Laurie, a former SCSC swimmer was named Head Age Group Coach. With the move to the Aquatics Center in 1993 a new coaching staff was brought in with Gus Arzner (Aquatics Director) overseeing the program and Tony Ressino (Asst. Aquatics Director) as Head Deck Coach. They were assisted by Laurie Frye, Jennifer Rice, and Eric Verduin. SCSC was a charter member of the CISC (Confederation of Indiana Swim Clubs) and has won the conference team title eight times along with numerous age group high point trophies. Sugar Creekers have won more than 140 individual and relay state championship events as well as individual the team high point trophies at the Indiana Championships. A number of Sugar Creekers have held state meet and association records and have been ranked in the "Top 16" in the nation. Two Sugar Creekers, Holly Humphrey and Josh Mikesell, were named to the 1986 Olympic Sports Festival Team where Josh won two gold medals. In 1988 Sugar Creekers Chris Malott and Josh Mikesell participated in the Olympic Trials. Mikesell repeated as an Olympic Trial qualifier in 1992 along with Holly Humphrey. Holly was named to the World University Team and competed in the World University Games in Sheffield, England. Sugar Creekers have won 14 IHSAA individual state championships, held 8 IHSAA records, and have been named All-American High School Swimmers. Each year a

number of SCSC graduates continue on to compete in all levels of college programs, where they continue to excel.

Short Course Yards

| GIRLS | | | 8 & UNDER | BOYS | | |
|-----------------------|---------|------|------------|-------------------------|---------|------|
| ERIKA COTTRELL | 15.47 | 1980 | 25 FREE | WHITMAN HORTON | 14.50 | 2014 |
| CLARE McGRADY | 33.63 | 2007 | 50 FREE | CAMERON HOBSON | 31.81 | 1998 |
| CLARE McGRADY | 1:14.00 | 2007 | 100 FREE | CAMERON HOBSON | 1:09.39 | 1998 |
| CAMI McGRADY | 2:40.99 | 2010 | 200 FREE | CAMERON HOBSON | 2:30.85 | 1998 |
| CAMI McGRADY | 7:09.16 | 2010 | 500 FREE | WHITMAN HORTON | 7:12.88 | 2014 |
| ERIKA COTTRELL | 18.43 | 1980 | 25 BACK | CAMERON HOBSON | 16.91 | 1998 |
| ERIKA COTTRELL | 39.21 | 1980 | 50 BACK | CAMERON HOBSON | 35.44 | 1998 |
| ERIKA COTTRELL | 1:24.39 | 1980 | 100 BACK | CAMERON HOBSON | 1:17.14 | 1998 |
| CAMI McGRADY | 20.38 | 2010 | 25 BREAST | JOSH MIKESELL | 18.70 | 1978 |
| ERIKA COTTRELL | 43.73 | 1980 | 50 BREAST | CAMERON HOBSON | 40.41 | 1998 |
| ERIKA COTTRELL | 1:34.64 | 1980 | 100 BREAST | CAMERON HOBSON | 1:29.18 | 1998 |
| CLARE McGRADY | 17.17 | 2007 | 25 FLY | WHITMAN HORTON | 15.61 | 2015 |
| ERIKA COTTRELL | 38.38 | 1980 | 50 FLY | WHITMAN HORTON | 35.21 | 2015 |
| ERIKA COTTRELL | 1:30.14 | 1980 | 100 FLY | WHITMAN HORTON | 1:24.38 | 2015 |
| CAMI McGRADY | 1:24.96 | 2009 | 100 IM | CAMERON HOBSON | 1:18.29 | 1998 |
| CAMI McGRADY | 3:02.36 | 2010 | 200 IM | CAMERON HOBSON | 2:48.62 | 1998 |
| L. ODLE/A. McDONALD | 1:11.23 | | 100 FREE | M. WALKER/G. FOGEL | 1:12.64 | |
| L. RIGGEN/C. McGRADY | 2007 | | RELAY | R. SOMMER/C. RUSSELL | 1980 | |
| A. McDONALD/L. RIGGEN | 2:46.80 | | 200 FREE | M. SHEETS/T. THOMAS | 3:13.90 | |
| L. ODLE/C. McGRADY | 2007 | | RELAY | K. TURNER/M. DAVIS | 1975 | |
| T. MURPHY/A. LAURSEN | 1:19.70 | | 100 MEDLEY | C. RUSSELL/E. SEIFERMAN | 1:20.85 | |
| B. PRINCE/A. SEYMOUR | 1975 | | RELAY | M. WALKER/M. McCOY | 1980 | |
| D. ROBINSON/C. NOVAK | 3:17.00 | | 200 MEDLEY | A. MASON/J. FULLER | 3:36.57 | |
| K. SANKEY/K. NOVAK | 2017 | | RELAY | T. CALLEJAS/W. HORTON | 2013 | |

| GIRLS | | | 9-10 | BOYS | | |
|-----------------|----------|------|------------|----------------|----------|------|
| HOLLY HUMPHREY | 28.39 | 1983 | 50 FREE | WHITMAN HORTON | 27.89 | 2017 |
| MARIE HESLER | 1:02.21 | 2018 | 100 FREE | WHITMAN HORTON | 1:00.55 | 2017 |
| MARIS EMMERT | 2:20.95 | 2018 | 200 FREE | CHAD AMES | 2:13.49 | 1994 |
| MARIE HESLER | 6:19.54 | 2018 | 500 FREE | CAMERON HOBSON | 5:55.15 | 2000 |
| ERIKA COTTRELL | 13:57.35 | 1982 | 1000 FREE | LUKE SPENCNER | 13:18.23 | 2007 |
| ERIKA COTTRELL | 33.66 | 1982 | 50 BACK | WHITMAN HORTON | 31.95 | 2016 |
| ERIKA COTTRELL | 1:11.64 | 1982 | 100 BACK | CAMERON HOBSON | 1:08.72 | 2000 |
| BECKY DULIN | 37.55 | 1978 | 50 BREAST | CAMERON HOBSON | 35.42 | 2000 |
| ABIGAIL SEYMOUR | 1:18.32 | 1977 | 100 BREAST | CAMERON HOBSON | 1:17.56 | 2000 |
| LEIGH REINERT | 29.86 | 1990 | 50 FLY | CHAD AMES | 29.61 | 1994 |
| LEIGH REINERT | 1:06.46 | 1990 | 100 FLY | CHAD AMES | 1:08.24 | 1994 |
| LEIGH REINERT | 1:13.94 | 1990 | 100 IM | WHITMAN HORTON | 1:09.74 | 2017 |

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|-----------------------|---------|------|------------|----------------------|---------|------|
| LEIGH REINERT | 2:30.20 | 1990 | 200 IM | CAMERON HOBSON | 2:24.97 | 2000 |
| M. HESLER/M. HORTON | 2:05.21 | | 200 FREE | B. HARMON/R. HARPEL | 2:03.74 | |
| K. SANKEY/M. EMMERT | 2018 | | RELAY | T. BROOKS/C. MALOTT | 1977 | |
| B. PRINCE/S. MUNRO | 2:22.18 | | 200 MEDLEY | C. MALOTT/T. NEWKIRK | 2:22.24 | |
| A. SEYMOUR/A. LAURSEN | 1977 | | RELAY | B. HARMON/T. BROOKS | 1976 | |

| GIRLS | | | 11-12 | BOYS | | |
|------------------------|----------|------|------------|----------------------------|----------|------|
| HOLLY HUMPHREY | 25.21 | 1985 | 50 FREE | BRAD WILLIAMS | 24.54 | 1995 |
| HOLLY HUMPHREY | 55.47 | 1985 | 100 FREE | BRAD WILLIAMS | 53.51 | 1995 |
| ERIKA COTTRELL | 2:03.38 | 1984 | 200 FREE | BRAD WILLIAMS | 1:56.18 | 1995 |
| MARCIE BLACK | 5:34.88 | 1990 | 500 FREE | CAMERON HOBSON | 5:21.57 | 2002 |
| MARYANNE KOEBCKE | 11:46.68 | 1985 | 1000 FREE | CAMERON HOBSON | 11:08.02 | 2002 |
| ERIKA COTTRELL | 19:43.50 | 1983 | 1650 FREE | CHAD AMES | 18:40.49 | 1986 |
| MAKAYLA McMAINS | 29.95 | 2015 | 50 BACK | BRAD WILLIAMS | 28.47 | 1995 |
| HOLLY HUMPHREY | 1:04.64 | 1985 | 100 BACK | BRAD WILLIAMS | 1:00.62 | 1995 |
| MAKAYLA McMAINS | 2:22.23 | 2016 | 200 BACK | JASON COTTRELL | 2:25.13 | 1986 |
| CLARE McGRADY | 33.85 | 2011 | 50 BREAST | ROGER SOMMER | 31.30 | 1984 |
| ERIKA COTTRELL | 1:12.04 | 1983 | 100 BREAST | ROGER SOMMER | 1:08.42 | 1984 |
| CLARE McGRADY | 2:42.78 | 2011 | 200 BREAST | CHAD AMES | 2:40.49 | 1996 |
| HOLLY HUMPHREY | 26.73 | 1985 | 50 FLY | WHITMAN HORTON | 27.18 | 2019 |
| HOLLY HUMPHREY | 1:01.40 | 1984 | 100 FLY | THRISTAN CALLEJAS | 58.54 | 2017 |
| CLARE McGRADY | 2:29.33 | 2011 | 200 FLY | CHAD AMES | 2:16.69 | 1996 |
| HOLLY HUMPHREY | 1:05.84 | 1985 | 100 IM | WHITMAN HORTON | 1:01.55 | 2019 |
| ERIKA COTTRELL | 2:15.37 | 1984 | 200 IM | CAMERON HOBSON | 2:11.58 | 2002 |
| ERIKA COTTRELL | 4:53.51 | 1983 | 400 IM | CHAD AMES | 4:51.49 | 1996 |
| M. ROBINSON/R. HOWLAND | 1:52.98 | | 200 FREE | B. HARMON/C. MALOTT | 1:50.06 | |
| E. McILRATH/A. HOWARD | 2004 | | RELAY | S. WILSON/T. BROOKS | 1979 | |
| M. KOEBCKE/A. LOVOLD | 2:05.47 | | 200 MEDLEY | J. GARVISH / R. SOMMER | 2:06.22 | |
| H. HUMPHREY/R. ROSE | 1985 | | RELAY | C. RUSSELL / J. RICHARDSON | 1984 | |
| GIRLS | | | 13-14 | BOYS | | |
| HOLLY HUMPHREY | 23.71 | 1986 | 50 FREE | LUKE SPENCER | 23.41 | 2011 |
| HOLLY HUMPHREY | 52.18 | 1986 | 100 FREE | BRAD FORD | 49.55 | 2002 |
| HOLLY HUMPHREY | 1:54.61 | 1986 | 200 FREE | NICK ARZNER | 1:45.36 | 1995 |
| ERIKA COTTRELL | 5:10.26 | 1986 | 500 FREE | CHAD AMES | 4:58.56 | 1998 |
| ERIKA COTTRELL | 11:07.79 | 1986 | 1000 FREE | CAMERON HOBSON | 10:11.30 | 2004 |
| ERIKA COTTRELL | 18:16.99 | 1986 | 1650 FREE | CAMERON HOBSON | 16:54.62 | 2004 |
| HOLLY HUMPHREY | 1:02.54 | 1986 | 100 BACK | JEREMY KLINE | 56.61 | 2002 |
| ERIKA COTTRELL | 2:13.76 | 1986 | 200 BACK | CAMERON HOBSON | 1:58.68 | 2004 |
| ERIKA COTTRELL | 1:09.25 | 1985 | 100 BREAST | LUKE SPENCER | 1:03.58 | 2011 |
| ERIKA COTTRELL | 2:28.76 | 1986 | 200 BREAST | CHAD AMES | 2:17.83 | 1998 |
| HOLLY HUMPHREY | 58.10 | 1986 | 100 FLY | THRISTAN CALLEJAS | 55.85 | 2019 |

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|------------------------|---------|------|------------|------------------------|---------|------|
| HOLLY HUMPHREY | 2:07.19 | 1986 | 200 FLY | THRISTAN CALLEJAS | 2:05.12 | 2019 |
| ERIKA COTTRELL | 2:08.46 | 1986 | 200 IM | CHAD AMES | 2:03.60 | 1998 |
| ERIKA COTTRELL | 4:31.34 | 1986 | 400 IM | CAMERON HOBSON | 4:23.83 | 2004 |
| K. THOMAS/E. MILLER | 1:44.25 | | 200 FREE | E. BRATTAIN/J. BARTON | 1:36.95 | |
| A. JANSSEN/T. MENZEL | 1992 | | RELAY | C. FREY/L. SPENCER | 2011 | |
| E. COTTRELL/R. ROSE | 3:57.10 | | 400 FREE | L. SPENCER/E. BRATTAIN | 3:36.85 | |
| M. KOEBCKE/H. HUMPHREY | 1986 | | RELAY | J. BARTON/C. FREY | 2011 | |
| M. MODINE/J. HOFFMAN | 1:58.55 | | 200 MEDLEY | J. BARTON/L. SPENCER | 1:47.79 | |
| M. BLACK/C. HATKE | 1992 | | RELAY | C. FREY/E. BRATTAIN | 2011 | |
| E. COTTRELL / R. ROSE | 4:27.14 | | 400 MEDLEY | W. HORTON/M. HORTON | 4:04.23 | |
| M. KOEBCKE/H. HUMPHREY | 1986 | | RELAY | T. CALLEJAS/N. FRUITS | 2019 | |

| GIRLS | | | 15 & OVER | BOYS | | |
|--------------------------|----------|------|------------|------------------------|----------|------|
| HOLLY HUMPHREY | 23.94 | 1987 | 50 FREE | ANDREW BRETSCHER | 20.67 | 2006 |
| HOLLY HUMPHREY | 51.60 | 1987 | 100 FREE | ANDREW BRETSCHER | 45.77 | 2006 |
| ERIKA COTTRELL | 1:54.76 | 1989 | 200 FREE | NICK ARZNER | 1:40.19 | 1996 |
| ERIKA COTTRELL | 5:08.34 | 1987 | 500 FREE | CHAD AMES | 4:29.41 | 2002 |
| SALLY KADINGER | 10:52.41 | 1983 | 1000 FREE | CHAD AMES | 9:29.81 | 1999 |
| SALLY KADINGER | 18:01.28 | 1983 | 1650 FREE | CHAD AMES | 15:56.65 | 1999 |
| HILARY MISHLER | 57.62 | 2009 | 100 BACK | ANDREW BRETSCHER | 50.55 | 2006 |
| HILARY MISHLER | 2:09.19 | 2007 | 200 BACK | JOSH MIKESELL | 1:51.40 | 1987 |
| MISSY ROBINSON | 1:04.86 | 2008 | 100 BREAST | NICK ARZNER | 57.52 | 1996 |
| MISSY ROBINSON | 2:22.47 | 2010 | 200 BREAST | NICK ARZNER | 2:08.39 | 1996 |
| ERIKA COTTRELL | 58.07 | 1986 | 100 FLY | CHAD AMES | 50.01 | 2000 |
| ERIKA COTTRELL | 2:04.66 | 1988 | 200 FLY | CHAD AMES | 1:51.03 | 2002 |
| ERIKA COTTRELL | 2:09.42 | 1986 | 200 IM | NICK ARZNER | 1:50.79 | 1996 |
| ERIKA COTTRELL | 4:29.96 | 1988 | 400 IM | CHAD AMES | 4:03.77 | 2001 |
| R. HAUSSIN/L. ODLE | 1:42.43 | | 200 FREE | S. MALOTT/M. KARP | 1:29.53 | |
| M. RIEGEL/C. McGRADY | 2015 | | RELAY | S. RICE/A. MAXWELL | 2017 | |
| E. MILLER / B. MISHLER | 3:34.78 | | 400 FREE | J. ARZNER/B. PEACOCK | 3:12.03 | |
| B. SAYLER / T. MENZEL | 2003 | | RELAY | D. BRETSCHER/C. AMES | 2001 | |
| E. MILLER/E. McDONALD | 8:08.26 | | 800 FREE | A. BRETSCHER/C. HOBSON | 7:06.39 | |
| C. ANDREWS/T. MENZEL | 2004 | | RELAY | J. KLINE/A. SNYDER | 2006 | |
| L. ODLE/C. McGRADY | 1:54.94 | | 200 MEDLEY | W. FAIRFIELD/J. FURR | 1:38.19 | |
| R. HAUSSIN/M. RIEGEL | 2014 | | RELAY | N. FIREBAUGH/K. VESTER | 2012 | |
| H. MISHLER / M. ROBINSON | 3:59.86 | | 400 MEDLEY | J. KLINE/C. HOBSON | 3:32.38 | |
| V. FAIRFIELD/E. McILRATH | 2009 | | RELAY | A. BRETSCHER/A. SNYDER | | |

Long Course Meters

| GIRLS | | | 8 & UNDER | BOYS | | |
|--------------------------|---------|------|------------|--------------------------|---------|------|
| ALEX McDONALD | 37.84 | 2007 | 50 FREE | WHITMAN HORTON | 36.89 | 2014 |
| ABIGAIL CAMPBELL | 1:24.76 | 2004 | 100 FREE | CAMERON HOBSON | 1:20.69 | 1997 |
| CAMI McGRADY | 3:06.89 | 2009 | 200 FREE | WHITMAN HORTON | 3:17.40 | 2014 |
| ABIGAIL CAMPBELL | 6:57.85 | 2004 | 400 FREE | WHITMAN HORTON | 6:44.48 | 2014 |
| CAMI McGRADY | 46.58 | 2009 | 50 BACK | CAMERON HOBSON | 43.20 | 1997 |
| CAMI McGRADY | 1:45.10 | 2009 | 100 BACK | CAMERON HOBSON | 1:35.32 | 1995 |
| SOPHIA WHITSETT | 49.02 | 2012 | 50 BREAST | JOSH MIKESELL | 47.10 | 1978 |
| CAMI McGRADY | 1:51.89 | 2009 | 100 BREAST | JOSH MIKESELL | 1:45.40 | 1978 |
| ANDREA RUSSELL | 44.74 | 1988 | 50 FLY | WHITMAN HORTON | 40.24 | 2014 |
| CAMI McGRADY | 1:54.28 | 2009 | 100 FLY | WHITMAN HORTON | 1:33.63 | 2014 |
| CAMI McGRADY | 3:31.61 | 2009 | 200 IM | WHITMAN HORTON | 3:27.51 | 2014 |
| A. McGRADY / N. MARCHAND | 3:25.88 | | 200 FREE | J. HOLLINGER / C. KINCER | 3:28.65 | |
| H. GIBBS / A. CAMPBELL | 2004 | | RELAY | T. CALLEJAS / N. RINCON | 2012 | |
| A. McGRADY / M. LEWIS | 3:53.28 | | 200 MEDLEY | J. HOLLINGER / J. FULLER | 4:08.65 | |
| A. CAMPBELL / H. GIBBS | 2004 | | RELAY | N. RINCON / T. CALLEJAS | 2012 | |

| GIRLS | | | 9-10 | BOYS | | |
|-------------------------|----------|------|------------|--------------------------|----------|------|
| LEIGH REINERT | 31.08 | 1990 | 50 FREE | WHITMAN HORTON | 31.31 | 2016 |
| MARIS EMMERT | 1:10.52 | 2018 | 100 FREE | WHITMAN HORTON | 1:08.09 | 2016 |
| MARIS EMMERT | 2:31.93 | 2018 | 200 FREE | CHAD AMES | 2:30.82 | 1994 |
| MARIS EMMERT | 5:25.54 | 2018 | 400 FREE | WHITMAN HORTON | 5:32.53 | 2016 |
| MARCIE BLACK | 12:39.50 | 1988 | 800 FREE | LUKE SPENCER | 12:20.48 | 2007 |
| LEIGH REINERT | 37.67 | 1990 | 50 BACK | WHITMAN HORTON | 36.51 | 2016 |
| MARIS EMMERT | 1:21.84 | 2018 | 100 BACK | WHITMAN HORTON | 1:21.01 | 2016 |
| LEIGH REINERT | 42.20 | 1990 | 50 BREAST | JOSH MIKESELL | 40.87 | 1980 |
| ABIGAIL SEYMOUR | 1:30.61 | 1977 | 100 BREAST | JOSH MIKESELL | 1:28.73 | 1980 |
| LEIGH REINERT | 33.11 | 1990 | 50 FLY | WHITMAN HORTON | 33.89 | 2016 |
| LEIGH REINERT | 1:16.49 | 1990 | 100 FLY | CHAD AMES | 1:17.08 | 1994 |
| LEIGH REINERT | 2:48.58 | 1990 | 200 IM | CAMERON HOBSON | 2:50.98 | 1999 |
| M. EMMERT / M. HORTON | 2:19.86 | | 200 FREE | R. SOMMER / M. McCOY | 2:28.00 | |
| K. NOVAK / M. HESLER | 2018 | | RELAY | J. COTTRELL / C. RUSSELL | 1982 | |
| L. SERVIES / A. LAURSEN | 2:37.92 | | 200 MEDLEY | J. GRABMAN / T. NEWKIRK | 2:39.90 | |
| A. SEYMOUR / B. DULIN | 1977 | | RELAY | B. HARMON / C. MALOTT | 1976 | |

| GIRLS | | | 11-12 | BOYS | | |
|---------------------------|----------|------|------------|--------------------------|----------|------|
| HOLLY HUMPHREY | 28.63 | 1984 | 50 FREE | WHITMAN HORTON | 28.15 | 2018 |
| MARCIE BLACK | 1:03.07 | 1990 | 100 FREE | BRAD WILLIAMS | 1:01.76 | 1994 |
| MARCIE BLACK | 2:16.36 | 1990 | 200 FREE | CHAD AMES | 2:15.75 | 1996 |
| MARCIE BLACK | 4:50.54 | 1990 | 400 FREE | CHAD AMES | 4:45.88 | 1996 |
| MARCIE BLACK | 10:18.95 | 1990 | 800 FREE | THRISTAN CALLEJAS | 10:48.33 | 2016 |
| MARCIE BLACK | 20:18.58 | 1990 | 1500 FREE | STEVE WILSON | 21:37.50 | 1979 |
| HOLLY HUMPHREY | 33.46 | 1984 | 50 BACK | WHITMAN HORTON | 32.86 | 2018 |
| HOLLY HUMPHREY | 1:11.12 | 1984 | 100 BACK | WHITMAN HORTON | 1:12.10 | 2018 |
| ERIKA COTTRELL | 2:41.06 | 1983 | 200 BACK | WHITMAN HORTON | 2:44.31 | 2018 |
| STAR SMITH | 37.94 | 1987 | 50 BREAST | ROGER SOMMER | 34.45 | 1984 |
| STAR SMITH | 1:22.27 | 1987 | 100 BREAST | ROGER SOMMER | 1:16.43 | 1984 |
| AMY RUSSELL | 3:03.69 | 1988 | 200 BREAST | ROGER SOMMER | 2:54.00 | 1984 |
| HOLLY HUMPHREY | 30.46 | 1984 | 50 FLY | ROGER SOMMER | 30.25 | 1984 |
| HOLLY HUMPHREY | 1:08.41 | 1984 | 100 FLY | ROGER SOMMER | 1:07.89 | 1984 |
| ERIKA COTTRELL | 2:34.55 | 1983 | 200 FLY | WHITMAN HORTON | 2:37.25 | 2018 |
| ERIKA COTTRELL | 2:32.37 | 1983 | 200 IM | ROGER SOMMER | 2:32.14 | 1984 |
| ERIKA COTTRELL | 5:28.96 | 1983 | 400 IM | THRISTAN CALLEJAS | 5:54.05 | 2016 |
| H. HUMPHREY / D. HAMILTON | 2:05.40 | | 200 FREE | C. RUSSELL / J. GARVISH | 2:04.31 | |
| B. GARVISH / E. COTTRELL | 1983 | | RELAY | J. COTTRELL / R. SOMMER | 1984 | |
| D. COOK / AVOLD | 5:07.89 | | 400 FREE | C. RUSSELL / J. GARVISH | 4:49.95 | |
| S. SMITH / S. CLARK | 1986 | | RELAY | J. COTTRELL / R. SOMMER | 1984 | |
| E. COTTRELL / D. HAMILTON | 2:21.61 | | 200 MEDLEY | J. GARVISH / R. SOMMER | 2:16.43 | |
| H. HUMPHREY / J. BURBRINK | 1983 | | RELAY | C. RUSSELL / J. COTTRELL | 1984 | |
| A. MUNRO / D. HAMILTON | 5:46.97 | | 400 MEDLEY | J. GARVISH / J. COTTRELL | 5:56.27 | |
| S. HARMON / E. COTTRELL | 1982 | | RELAY | C. RUSSELL / C. DOEMEL | 1984 | |
| GIRLS | | | 13-14 | BOYS | | |
| HOLLY HUMPHREY | 27.16 | 1985 | 50 FREE | LUKE SPENCER | 27.00 | 2011 |
| HOLLY HUMPHREY | 59.60 | 1986 | 100 FREE | CHAD AMES | 56.90 | 1998 |
| ERIKA COTTRELL | 2:10.16 | 1985 | 200 FREE | CHAD AMES | 2:00.62 | 1998 |
| ERIKA COTTRELL | 4:40.86 | 1985 | 400 FREE | CHAD AMES | 4:15.27 | 1998 |
| HILARY MISHLER | 9:56.71 | 2005 | 800 FREE | CHAD AMES | 8:58.56 | 1998 |
| HILARY MISHLER | 18:42.77 | 2005 | 1500 FREE | CHAD AMES | 17:00.34 | 1998 |
| HOLLY HUMPHREY | 1:10.70 | 1986 | 100 BACK | JOSH MIKESELL | 1:03.09 | 1984 |
| ERIKA COTTRELL | 2:29.62 | 1985 | 200 BACK | JOSH MIKESELL | 2:14.00 | 1984 |
| ERIKA COTTRELL | 1:20.51 | 1985 | 100 BREAST | CHAD AMES | 1:13.69 | 1998 |
| ERIKA COTTRELL | 2:50.83 | 1985 | 200 BREAST | CHAD AMES | 2:34.74 | 1998 |
| ERIKA COTTRELL | 1:06.58 | 1985 | 100 FLY | CHAD AMES | 1:00.61 | 1998 |
| ERIKA COTTRELL | 2:22.59 | 1985 | 200 FLY | THRISTAN CALLEJAS | 2:18.86 | 2018 |
| ERIKA COTTRELL | 2:25.36 | 1985 | 200 IM | CHAD AMES | 2:15.75 | 1998 |
| ERIKA COTTRELL | 5:08.35 | 1985 | 400 IM | CHAD AMES | 4:51.98 | 1998 |
| T. MENZEL / C. ANDREWS | 2:02.98 | | 200 FREE | J. BLACKWELL / D. YORK | 1:48.16 | |
| K. THOMAS / E. MILLER | 2001 | | RELAY | J. TAGGERT / B. FORD | 1998 | |
| H. HUMPHREY / R. ROSE | 4:26.07 | | 400 FREE | J. BLACKWELL / J. KLINE | 4:13.93 | |
| D. HAMILTON / E. COTTRELL | 1985 | | RELAY | D. YORK / B. FORD | 2001 | |
| M. HART / K. McDONALD | 2:17.26 | | 200 MEDLEY | J. KLINE / J. BLACKWELL | 2:04.19 | |
| A. CEDARS / L. MORRIS | 1997 | | RELAY | D. YORK / B. FORD | 1997 | |
| E. COTTRELL / R. ROSE | 4:52.94 | | 400 MEDLEY | J. KLINE / J. BLACKWELL | 4:45.71 | |
| H. HUMPHREY / D. HAMILTON | 1985 | | RELAY | D. YORK / B. FORD | 2001 | |

| GIRLS | | | 15 & OVER | BOYS | | |
|----------------------------|----------|------|------------|----------------------------|----------|------|
| TRACY MENZEL | 27.30 | 2008 | 50 FREE | ANDREW BRETSCHER | 24.09 | 2007 |
| HOLLY HUMPHREY | 59.56 | 1988 | 100 FREE | NICK ARZNER | 52.10 | 1996 |
| SALLY KADINGER | 2:07.63 | 1982 | 200 FREE | NICK ARZNER | 1:53.55 | 1996 |
| ERIKA COTTRELL | 4:36.39 | 1988 | 400 FREE | CHAD AMES | 4:07.86 | 2001 |
| BRITTANY MISHLER | 9:33.44 | 2003 | 800 FREE | CHAD AMES | 8:35.34 | 1999 |
| BRITTANY MISHLER | 18:17.29 | 2003 | 1500 FREE | CHAD AMES | 16:20.41 | 1999 |
| HILARY MISHLER | 1:05.17 | 2010 | 100 BACK | ANDREW BRETSCHER | 59.31 | 2009 |
| HILARY MISHLER | 2:21.97 | 2010 | 200 BACK | JOSH MIKESELL | 2:08.44 | 1986 |
| MISSY ROBINSON | 1:13.03 | 2009 | 100 BREAST | JOE McDOWELL | 1:07.68 | 2001 |
| MISSY ROBINSON | 2:36.00 | 2010 | 200 BREAST | JOE McDOWELL | 2:27.99 | 2001 |
| SALLY JOHNSON | 1:05.15 | 1979 | 100 FLY | ANDREW BRETSCHER | 55.80 | 2007 |
| ERIKA COTTRELL | 2:21.28 | 1986 | 200 FLY | NICK ARZNER | 2:05.94 | 1995 |
| ERIKA COTTRELL | 2:25.21 | 1986 | 200 IM | CHAD AMES | 2:11.05 | 2000 |
| ERIKA COTTRELL | 5:06.88 | 1986 | 400 IM | CHAD AMES | 4:37.02 | 2000 |
| J. SCHEIDLER / Ca. McGRADY | 1:58.50 | | 200 FREE | A. BRETSCHER / A. FRANZMAN | 1:41.01 | |
| M. WICKHOLM / Cl. McGRADY | 2016 | | RELAY | A. SNYDER / C. HOBSON | 2006 | |
| E. MILLER / B. MISHLER | 4:05.63 | | 400 FREE | J. BLACKWELL / J. KLINE | 3:40.57 | |
| B. SAYLER / T. MENZEL | 2003 | | RELAY | A. SNYDER / A. BRETSCHER | 2006 | |
| H. HUMPHREY / M. BLACK | 9:09.85 | | 800 FREE | C. AMES / J. ARZNER | 8:11.20 | |
| D. HUMPHREY / E. COTTRELL | 1990 | | RELAY | M. BELANGER / D. BRETSCHER | 2001 | |
| M. McMANS / Cl. McGRADY | 2:14.69 | | 200 MEDLEY | A. FRANZMAN / C. HOBSON | 1:53.03 | |
| L. MITCHELL / M. WICKHOLM | 2016 | | RELAY | A. BRETSCHER / A. SNYDER | 2006 | |
| H. MISHLER / M. ROBINSON | 4:36.14 | | 400 MEDLEY | J. ARZNER / J. McDOWELL | 4:04.00 | |
| T. MENZEL / A. DETRO | 2008 | | RELAY | C. AMES / B. PEACOCK | 2001 | |

SCSC LOCKER ROOM USAGE POLICY

The following policies will be enforced regarding the use of locker rooms for members of Sugar Creek Swim Club while attending practices at CAC:

1. Members age 10 and younger and all Bronze group swimmers must come to practice dressed in their suits and bring all of their belongings with them onto the pool deck. They will not be allowed unaccompanied in the locker rooms before practices.
 - a. If a swimmer is not able to come to practice in their suits, a parent must accompany them in the locker room while changing. If a parent of the opposite gender of the swimmer is bringing them to practice, or a parent is unable to accompany the swimmer inside, we ask that you use either the handicapped locker room or the restrooms located in the hallway.
 - b. Bronze group members will be allowed to use the locker rooms to shower and change quickly after practice, 15 minutes only. Swimmers should only be using the girls and boy's locker rooms. All other locker rooms are for the use of CAC patrons and varsity swim team members only. This includes during swim meets.
2. Members of the Silver 2 group who are 11 years old and older will be assigned lockers in the girls and boys locker rooms for use during practice. (Swimmers who will be on a middle school team, other than CMS, may have to give up their locker from January-March depending on availability for the CMS swimmers.)
 - a. ALL belongings must be locked into the assigned locker and what doesn't fit must be brought onto deck. No items are to be left on the bench, floor, in adjacent lockers, or on top of the lockers.
 - b. If a member of these groups does not wish to have a lock, they must bring their belongings out onto the pool deck.
3. Neither SCSC nor CAC are responsible for lost or stolen items left in lockers or locker rooms. Please take things of value onto deck with you or do not bring them to the pool.
4. The use of cell phones, cameras, radios and other electronic devices are not permitted in locker rooms for any reason.
5. The use of foul or inappropriate language, horseplay and irresponsible behavior will not be tolerated.

We appreciate your support of these policies and continue to encourage parents to assist in monitoring the locker rooms while their children are using them and to discuss proper locker room behavior with their swimmers.

Any and all locker room issues should be immediately reported to Coach Hedrick or Coach Dowd. Bullying of any kind and any other inappropriate behavior will not be tolerated on this team. Swimmers who violate the policies above or are found to be causing problems in the locker rooms will be denied locker room privileges.

SCSC LOCKER ROOM MONITORING POLICY

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 the Crawfordsville Aquatic Center and utilize the changing areas that is shared with the general public. As such, there are likely to be people who are not associated with Sugar Creek Swim Club in the changing area around the time of practice.

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, and if this becomes a consistent practice, then we ask that you use the handicap bathroom.

Sugar Creek Swim Club has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff or coaches conduct these sweeps, 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:

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.

ACTION PLAN OF SCSC TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at Sugar Creek 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 (Name of 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).

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 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:

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

3. 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.

4. 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 the Club, 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.
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.
- 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.

ELECTRONIC COMMUNICATION POLICY OF SCSC

PURPOSE

The Sugar Creek 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 method 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 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; 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 **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 a matter of record and 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 as a representative of the Club. 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. 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.

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

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

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.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am 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 7am and 9pm. 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.

SCSC POLICY FOR HANDLING PARENT CONCERNS/COMPLAINTS

1. Parents with a concern/complaint should first approach their child's coach to discuss the issue. If a parent with a concern/complaint approaches a board member or other parent, that person shall refer them to the immediate coach of their child and document the initial conversation in writing and submit it to the board of directors. (See #2)
2. Upon notification of the complaint, either the board member or coach must document the complaint in writing. The document should include the date of the complaint and a written description of the complaint. The parent who originally made the complaint should be asked to sign the statement to verify its accuracy.
3. If the complaint is not reconciled with the coach to the satisfaction of the parent within a week's time, then the parent shall bring the unresolved matter in writing to the board of directors.
4. The coach in the meantime must document in writing, their own interpretation of the parent's concern/complaint and how they believe it should be handled. If they feel comfortable contacting the parent, then they should contact the parent to rectify the situation.
5. If these steps do not resolve the problem, it will be referred back to board of directors. The board will respond to the parent concern/complaint in writing after the next monthly board meeting.

SCSC PHOTOGRAPHY POLICIES

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the 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 refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

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 your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

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 swim suit.
- 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.

Photography Consent Form

Sugar Creek Swim Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____ I allow the following:

Take photographs to use on the club's secure website

☐ Consent given ☐ Consent refused

Take photographs to include with newspaper articles

☐ Consent given ☐ Consent refused

Take photographs to use on club notice boards

☐ Consent given ☐ Consent refused

Video for training purposes only

☐ Consent given ☐ Consent refused

Signed: _____

Dated: _____

Please return this form to: _____

HEAD COACH ROLES AND RESPONSIBILITIES

Program Management

- 1) Responsible for all levels of swimming in the USA Swimming program.
- 2) Direct Coaching duties for swimmers
- 3) Work with the Board to ensure self-sustaining and ever growing non-competitive and age group base within the organization
- 4) Design or oversee training plans for all training groups
- 5) Oversee seasonal progression of athletes, set goals with swimmers, monitor phases of development with individual swimmers
- 6) Prompt attendance at all scheduled workouts and swim meets
- 7) Set training schedules, practice groups, and athlete placement within groups
- 8) Plan each season's meet schedule consistent with the needs of the team, individual training groups, and athletes and their families.
- 9) Assign necessary staff for all scheduled swim meets and practices.
 - a. Head Coach assigns the schedule for assistant Coaches
 - b. In case of swim meet conflict, the Head Coach attends highest competition level
- 10) Decides all individual and relay events for athletes at swim meets; or review those selected by assistant Coaching staff.
- 11) Set and report USA Swim Team performance highlights to the Board.
- 12) Facilitate individual age appropriate goal setting processes with all swimmers.
- 13) Has authority to dismiss any swimmer (at least temporarily)
- 14) Establishes an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, and responsibility
- 15) Support and facilitate progress toward USA Swimming Club Recognition and Club Excellence Goals

Talent Management

- 1) Recruit, hire, and retain the Coaching staff within budget determined by the Board
 - a. Individual Coaching salaries will require Board of Directors approval
- 2) Provide annual assistant Coaches developmental goals
- 3) Take responsibility for ensuring appropriate placement of staff within club programs
 - a. Ensure healthy Coach/athlete relationships
 - b. Provide performance reviews for staff on a seasonal basis that highlight both individual strengths and development opportunities;
- 4) Have authority to dismiss
- 5) All assistant Coaches report directly to the Head Coach

Communication

- 1) Maintain healthy professional relationships with the Board, communicate and update Board President regularly
- 2) Communicate regularly and appropriately with general membership
- 3) Provide input into the regular monthly newsletter / website updates

Administration

- 1) Coordinate with the Board and lead the beginning of season registration process
- 2) Administer and enforce team policies and procedures with general membership and Coaching staff
- 3) Support Strategic Planning process
- 4) The Head Coach is a permanent member of the Board
- 5) Be a contributing presence within the INDIANA LSC
- 6) Maintain daily attendance records for all training groups
- 7) Assist in marketing and fundraising efforts

Financial Stewardship

- 1) Support the annual budget process;
 - a. Provide financial forecast for the Coaching staff for the upcoming swim year
 - b. Communicate capital expenditure needs for the fiscal year
 - c. Provide information regarding travel and associated expense needs
 - d. Maintain staffing levels consistent with agreed upon budget
 - e. Provide timely reimbursement receipts associated with travel, lodging, and professional expenses incurred on behalf of the organization

ASSISTANT COACH ROLES AND RESPONSIBILITIES

Program Management

- 1) Responsible for assigned level (s) of the USA program
 - a. Direct Coaching duties for swimmers in the assigned training groups
 - b. Design or oversee training plans for assigned training groups
 - c. Oversee seasonal progression of athletes, set goals with swimmers, monitor phases of development with individual swimmers
 - d. Prompt attendance at all scheduled workouts and swim meets
- 2) Work with the Head Coach to grow non-competitive and age group base in the Club
- 3) Work with Head Coach to determine all individual and relay events for athletes at swim meets
- 4) Support the Head Coach in setting individual age appropriate goals
- 5) Has authority to dismiss any swimmer (at least temporarily)
- 6) Establishes an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, and responsibility
- 7) Support and facilitate progress toward USA Swimming Club Recognition and Club Excellence Goals
- 8) All assistant Coaches report directly to the Head Coach

Communication

- 1) Maintain healthy professional relationships with the Head Coach, communicate and update Head Coach regularly
- 2) Communicate regularly and appropriately with general membership
- 3) As needed and within reason make yourself available before and after practice to discuss swimmer progress with Swimmers and/or Parents
- 4) As needed / requested provide input into the regular monthly newsletter / website

Administration

- 1) Adhere to and enforce team policies and procedures with general membership and Coaching staff
- 2) Support annual planning process as needed
- 3) Maintain daily attendance records for all training groups
- 4) Actively support in marketing and fundraising efforts

Financial Stewardship

- 1) Support the annual budget;
 - a. Communicate capital expenditure needs for the fiscal year to the Head Coach
 - b. Provide timely reimbursement receipts associated with travel, lodging, and professional expenses incurred on behalf of the organization
 - c. Communicate any questions regarding fees or swimmer expenses to the Head Coach, do not enter into any "unique / special" pricing deals on behalf of the team

COACHES CODE OF CONDUCT

- 1) **I will** commit to demonstrate and practice teamwork with all parents, swimmers and Coaches by supporting the Values of the Team
- 2) **I will** demonstrate good sportsmanship by conducting myself in a manner that earns the respect of the swimmers, other Coaches, parents, and officials
- 3) **I will** maintain self-control at all times
- 4) **I recognize** that the program exists as a learning experience, not as an end in itself
- 5) **I understand** that criticizing, name-calling, use of abusive language or gestures directed toward the Coaches, officials, and/or any participating swimmer will not be permitted or tolerated
- 6) **I will** enjoy involvement with the USA Team by supporting the swimmers with positive communication and actions
- 7) **I will** follow USA Swimming Rules and Regulations during competitions
- 8) **I understand** that volunteer efforts are an integral part of the success of the team and I will support and encourage the volunteers who help the program and actively support the teams fundraising and social activities
- 9) **I recognize** that as a Coach I have a responsibility as a mentor to youth and I will conduct myself in a way that will set suitable examples for the children. At no time while on deck coaching will criticism of the officials, use of profanity, use of alcoholic beverages or the use of tobacco products be acceptable.
- 10) **I will** follow and adhere to the ASCA and USA Swimming Code of Conduct

SCSC SWIMMERS CODE OF CONDUCT

As members of Sugar Creek Swim Club (SCSC), we are granted the use of the Western Boone, Frankfort, and Crawfordsville Aquatic facilities, including, locker rooms, gymnasiums and spectator balcony. In addition, other facilities may, from time to time, be used for the purpose of regular SCSC practices. Our team deems the usage of these facilities a privilege. SCSC will have a zero tolerance toward any athlete who cannot abide by the following code.

Part I – GENERAL CONDUCT

1. As a member of SCSC I will abide by this code of conduct, and the USA Swimming Code of Conduct.
2. I will refrain from any behavior that would willfully damage the premises, walls, floors, doors, bathrooms, furniture, fixtures, toilets, sinks, drains, etc.
3. I will refrain from flicking towels, taunting or fighting in the pool, lobby area, locker rooms or weight training room.
4. I promise not to take any personal belongings from another's locker, purse, clothing, gym bag, or other item of personal possession.
5. I will respect the coaches' and officials' instructions and will make every effort to be on time for workouts, competitions, and team events.
6. I promise to display sportsmanlike conduct during practices, competitions and team activities.
7. I will refrain from abusive or foul language, violence, behavior deemed dishonest, discourteous, disrespectful or offensive toward others.
8. I understand that there will be a zero-tolerance policy with regards to bullying.

The coaches have the power to impose the following penalties for violation of the SCSC Code of Conduct. The penalties include, but are not limited to the following:

Part II – VIOLATION OF THE CODE

1. Verbal warning, however, if a situation occurs when a swimmer is endangering themselves or other swimmers, swimmers may be escalated up to and including Step 4, with the agreement of the Coaching Staff and Board of Directors. SCSC is committed to providing a safe environment for all of their members.
2. Second offense of any of the above actions shall receive written reprimand.
3. Third offense will receive a one to five-day suspension from swimming with no meet activity, at the discretion of the coach.
4. Continuation of offensive behavior will result in a meeting between the parents and swimmer, Executive Board and coaches to determine final disposition, up to and including removal from the team.

The Executive Board and coaching staff reserve the right to dismiss any swimmer from SCSC who continues to violate this Code of Conduct.

TEAM REGISTRATIONS / MEET ENTRIES / MEDICAL FORMS & INFORMATION

1. SCSC will utilize Team Unify via the SCSC Website for the following:
 - a. Processing all Team Registrations
 - b. Processing all Meet Entries
 - c. Obtaining all required Medical Information
2. Only Team Administration listed below will have access to this information:
 - a. SCSC Head Coach
 - b. SCSC Satellite Coaches
 - c. SCSC Head Age Group Coach
 - d. SCSC Board President
 - e. SCSC Treasurer

SCSC TEAM TRAVEL POLICY

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or another team activity that is planned and supervised by the club or LSC.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- e. 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.
- f. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- g. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- h. 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.
- i. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- j. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- k. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- l. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- m. Curfews shall be established by the team or LSC staff each day of the trip.
- n. 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.

- o. The directions & decisions of coaches/chaperones are final.
- p. 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.
- q. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- r. 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.

Safety

- a. Additional guidelines may be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Follow cell phone usage guidelines including social media;
- d. Respect travel vehicles;
- e. Use appropriate behavior in public facilities;
- f. Must stay in assigned hotel room; and
- g. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

SCSC TRAVEL CODE OF CONDUCT/HONOR CODE

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the (NAME OF CLUB). Athlete behavior must positively reflect the high standards of the club (or LSC).
- g. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense; \
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Swimmers are to refrain from use of inappropriate language.

SCSC CONFLICT OF INTEREST POLICY

PURPOSE

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

DEFINITIONS

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while

the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committees decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any

alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

COMPENSATION

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



Minor Athlete Abuse Prevention Policy

Sugar Creek Swim Club

Effective: September 1, 2021

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THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete.
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved, or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs 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/legal guardians, coaches, and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals, and family friends.

Emergency Circumstances: A serious, unexpected, and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: 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.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: Organization Name

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
- b. When a Dual Relationship exists; and/or
- c. When the Close-In-Age Exception applies.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- 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 Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- 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 although the Minor Athlete's identity does not need to be disclosed;
- d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the **Organization Name**, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

- a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
- b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant 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 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant 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", "like" or "follow" the Organization's official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - i. In emergency circumstances.
 - ii. When a Dual Relationship exists.
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

[Recommended]

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

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 Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

IV. 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 Adult Participant is prohibited.

V. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

VI. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

VII. Monitoring

The Organization 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.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable 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.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. **[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.

Sugar Creek Swim Club

I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with _____(USA Swimming member club).

Name: _____

Signature: _____

Date: _____

SCSC PERMISSION FORMS

**SCSC WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO TRAVEL
TO COMPETITION ALONE WITH MINOR ATHLETE**

Sugar Creek Swim Club

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete
Abuse Prevention Policy for _____ (minor athlete), to travel with
_____ (Applicable Adult), to travel from _____
(point of origin) to _____ (destination) to attend the
_____ (name of competition)
from _____ to _____ (dates of travel to competition).

I acknowledge that _____ (minor athlete) cannot share a hotel room,
sleeping arrangement or other overnight lodging location with _____
(Applicable Adult) at any time. I further acknowledge that this written permission is valid only for
the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

**SCSC WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO PROVIDE
LOCAL TRANSPORTATION TO MINOR ATHLETE**

Sugar Creek Swim Club

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete
Abuse Prevention Policy for _____, an unrelated Applicable Adult to
provide local vehicle transportation to _____(minor athlete)
to _____ (destination) on _____ (date(s))
at _____(approximate time), and further acknowledge that this written permission is valid
only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: _____

Date: _____

SCSC WRITTEN PERMISSION FOR AN UNRELATED ADULT ATHLETE TO SHARE THE SAME HOTEL, SLEEPING ARRANGEMENT OR OVERNIGHT LODGING LOCATION WITH MINOR ATHLETE

Sugar Creek Swim Club

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete
Abuse Prevention Policy for _____ (minor athlete), to stay in the same
hotel room of, or share a sleeping arrangement or other overnight lodging location
with _____ (unrelated adult athlete)
at _____ (location of hotel room or other overnight lodging location)
from _____ to _____ (dates of applicable rooming arrangement).

I further acknowledge that this written permission is valid only for the dates and location
specified herein.

Legal Guardian Signature: _____

Date: _____

WRITTEN PERMISSION FOR A LICENSED MASSAGE THERAPIST OR OTHER CERTIFIED PROFESSIONAL OR HEALTH CARE PROVIDER TO TREAT A MINOR ATHLETE

Sugar Creek Swim Club

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (massage therapist or other certified professional) to provide a massage, rubdown and/or athletic training modality on _____ (minor athlete) on _____ (date) at _____ (location). The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____ (minor athlete) and _____ (massage therapist or other certified professional) in the room. I acknowledge that I have the right to observe the massage, rubdown or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

Sugar Creek Swim Club Bylaws

I. Name:

- A. The name of the organization shall be the Sugar Creek Swim Club.

II. Purpose

- A. The purpose of this organization is to provide competitive swimming opportunities and to encourage and promote swimming of high athletic standards for the children of Montgomery County and the surrounding area.
- B. This organization is established exclusively for the following educational purposes:
1. To aid in the socialization process of youngsters:
 - a. Development of positive self-image, self-respect and confidence.
 - b. Development of self-reliance and self-discipline.
 - c. Development of self-motivation, goal setting and achievement through dedicated work.
 - d. Ability to deal with stress.
 2. To furnish wholesome and worthwhile physical and recreational outlets.
 3. To provide an opportunity to learn sportsmanship and make swimmers aware of team competition.
 4. To provide opportunities to learn good health habits.
 5. To provide training and competition for all swimmers who desire it, allowing for each individual to develop into his or her full potential.
 6. To provide experienced swimmers for participation in high school and USA and Indiana swimming.
- C. The Corporation is organized and shall operate exclusively for charitable purposes as those terms are defined in Section 501(c)(3) of the United States Internal Revenue Code, as amended.

III. Membership

- A. Swimming membership in this organization is based upon the payment of the registration fee for the Sugar Creek Swim Club.
- B. During the registration process, each family may designate a maximum of two (2) parents/guardians to be voting members. A family may change their two (2) designated voting guardians via written consent at least five business days (5) days prior to any membership meeting.
- C. Registration fees shall be determined by the Board of Directors.

IV. Membership Meetings

- A. The organization shall hold at least one (1) meeting of its members annually, at a convenient hour and place designated by the Board of Directors. Notice of this meeting must be given to the membership not less than two (2) weeks prior to said meeting.
- B. Special meetings of the membership may be called at any time by any two (2) non-related designated voting members of the board or by any ten (10) non-related designated voting members.
- C. Designated voting members must have an active SCSC account in good standing to be eligible to vote at a membership meeting.
- D. A quorum for such a meeting is met when 25% of the active families in good standing are represented.
- E. No designated voting member shall vote by proxy or otherwise delegate his/her vote.

V. Board of Directors

- A. The board of directors shall consist of 7-15 individuals. At least 75% of the directors must be parents of current swimmers. No more than one member of a family may be a director at any given time.
- B. Two (2) weeks prior to the annual membership meeting, the board of directors will email the membership with the proposed slate of new directors.

- C. In addition, during the annual membership meeting, all designated voting members in good standing shall have the opportunity to nominate an individual to the proposed slate of officers.
- D. The designated voting members in good standing shall vote on the slate of directors.
- E. A board vacancy may also be filled by an affirmative vote of the board of directors. Any member so elected shall hold office until the completion of the vacated board member's term, at which time this individual would need to be elected by the membership to continue to serve on the board.
- F. Each director shall serve for a two (2) year term. Each director may serve up to two (2) consecutive terms. If a board member is elected to serve on the executive committee, s/he may also serve additional terms as needed.
- G. Directors are expected to attend in person all meetings of the Board. The President and/or Vice President may arrange said Director's attendance at no more than two (2) regular meetings per calendar year by a voice-capable electronic medium (e.g., phone, Skype) to facilitate said member's participation.
- H. Each Director in good standing shall have one vote at regular and/or emergency meetings. Voting shall be in person and not by proxy. The Board President shall vote only in the event of a tie.
- I. If a matter requires a vote by the Board prior to its next scheduled meeting, the Board President and Vice President may submit said matter to the Board by standard mail, e-mail, or Internet-based ballot. Any electronic vote shall be monitored by the President and Vice President to ensure that all Directors are made aware of the pending vote, are given no fewer than two (2) and no more than five (5) business days to return their vote, and are advised of the result of the vote. The majority of Directors responding to the vote shall constitute a valid action of the Board of Directors and shall be recorded in the meetings of the next meeting of the Board of Directors.
- J. Any director may be removed from his/her office, with or without cause, upon the vote of two-thirds of the Board at any meeting called for that purpose.

- K. Any director who is absent from three (3) or more consecutive meetings (or 50% of the board meetings during the last twelve months) shall forfeit his/her position without notice or further action of the Board.
- L. The head coach of the Sugar Creek Swim Club shall be an ex-officio member of the Board without board voting privileges.
- M. The board will meet a minimum of six (6) times annually.
- N. Regular and special meeting of the Board of Directors shall be held upon the call of the President or on the request of any two (2) directors.
- O. A majority of the Board of Directors shall constitute a quorum.
- P. All board meeting are meetings held in public, with the exception of special executive sessions. All SCSC club members are invited and encouraged to attend regular board meetings. There will be an open forum during each meeting. Only board members may vote.

VI. Officers

- A. Executive Committee. The following roles shall constitute the Executive Committee of the Board and shall be deemed to be the Officers of the Corporation: President, Vice-President, Secretary, Treasurer, and Immediate Past President. With the exception of the Immediate Past President, each Executive Committee member shall be elected by the Board of Directors at a regular meeting and shall serve in that capacity for one (1) years and until the Officer's successor assumes his/her responsibilities. Each Officer shall serve for a maximum of two (2) terms in the same role. The Immediate Past President shall automatically be a member of the Executive Committee by virtue of having just vacated the office of President. Each Officer shall serve concurrently as a member of the Board of Directors.
- B. Duties of Officers.
 - 1. Board President. The President shall perform all duties incident to the office of the President, and shall be responsible for implementation of policies established by the Board of Directors and such other duties as may be prescribed by the Board from time to time. The President shall preside at all meetings of the full Board of Directors. Only the

President has the authority to legally bind the Corporation, provided that the Board has voted on any such matter prior to the President entering into any legally binding contract or agreement.

2. Vice-President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have, and may exercise, all the powers of the President.
 3. Secretary. The Secretary shall be the custodian of all papers, books, and records of the Corporation, other than for books of account and like financial records. The Secretary shall record and keep the minutes of the meetings of the Board and shall distribute the same to the Board within two (2) weeks after meetings; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be the custodian of the Corporation's records, including, but not limited to, all Corporate correspondence; and in general shall perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board President or by the Board of Directors.
 4. Treasurer. The Treasurer shall serve as chair of the Finance Committee. S/he shall ensure that the Corporation maintains accurate financial records; shall assist in the creation of the annual budget with the Head Coach, shall review the Corporation's expenditures and its financial status on a regular basis to ensure overall financial integrity; shall ensure that regular financial reports are submitted to the Board of Directors; shall ensure that all notes, securities, and other assets coming into the possession of the Corporation shall be received, accounted for, and placed in safekeeping; and in general shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board President or by the Board of Directors.
 5. Immediate Past President. The Immediate Past President shall assist the current Board President in the discharging of his/her duties. The Immediate Past President shall have such powers and shall perform such duties as designated by the current Board President and/or by the Board of Directors.
- C. Nominations and Elections. During the last quarter of each year, the Officers of the Corporation shall be elected by the Board from among the current Directors by the affirmative vote of a majority of the Board present at any

meeting at which a quorum is present. The election shall take place by ballot vote. Officers shall hold office for one (1) year beginning January 1 or until his/her successors shall have been duly elected and qualified.

- D. Vacancy and Removal from Office. An Officer may be removed from his/her office, with or without cause, upon the vote of two-thirds of the Board at any meeting called for that purpose. Additionally, any Officer who is absent from (4) or more meetings of the Board of Directors during a calendar year shall forfeit his/her position without notice or further action of the Board. The Board of Directors shall fill any vacancy occurring in any office, however said vacancy occurred, in a manner that the Board deems appropriate. The person who is selected to fill such vacancy shall serve in said role until the expiration of the term of the office vacated.

VII. **Finance**

- A. Fiscal Period. The fiscal period of the Corporation shall be January 1 through December 31 of each year.
- B. Budget. The Board of Directors shall adopt in advance of the fiscal period an annual operating budget covering activity of the Corporation.
- C. All checks, drafts, or the other orders for payment of money, notes, and other evidences of indebtedness issued in the name of the Corporation shall be signed by such person or persons as the Board of Directors may from time to time designate by resolution. Such designation may be general or confined to specific instances.
- D. Loans. Unless authorized by the Board of Directors, no loan shall be made by or contracted for on behalf of the Corporation, and no evidence of indebtedness shall be issued in its name. Such authorization may be general or confined to specific instances.
- E. Deposits. All funds of the Corporation shall be deposited to its credit in such bank, banks, or other depositories as the Board of Directors may designate. Such designation may be general or confined to specific instances.
- F. Gifts. The Board of Directors may accept on behalf of the Corporation any gift, bequest, device, or other contribution for the purposes of the

Corporation on such terms and conditions as the Board of Directors shall determine.

VIII. Parliamentary Authority

- A. Meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order (current edition), to the extent that the same is not in conflict with any provision of these Bylaws or any applicable local, state, or federal statutes.

IX. Changes

- A. These by-laws may be amended, altered or repealed by recommendation of the Board of Directors and a two-thirds majority of the designated voting members present at any regular or special meeting of the members. Notice of pending changes must be given to the membership at least three (3) days prior to said meeting.

X. Salaries

- A. The coaches of Sugar Creek Swim Club shall receive a salary, as voted upon by the members of the club, in exchange for their services, rendered for the instruction of the swimmers. All other services shall be donated by the membership. No part of the earnings of the club shall revert to the swimmers and/or their parents/guardians, or to the Board of Directors.
- B. As determined by the Board of Directors, swimmer fees may be reduced to encourage volunteers for labor- and time-intensive positions. No director shall be given any credit to offset his or her responsibility as a volunteer director.

XI. Club Dissolution

- A. Upon dissolution of this club, the Board of Directors shall, after paying all of the liabilities of the club, dispose of the club's assets to another entity organized exclusively for educational purposes as shall qualify as a tax-exempt organization under section 501 (C) (3) of the Internal Revenue code.