

RIVIERA SWIM TEAM SAFE SPORT OVERVIEW

Safe Sport is the USA Swimming program created to raise awareness about misconduct, promote open dialogue, and provide training and resources for clubs to establish rules, boundaries, and best practices to protect our athletes. The Minor Athlete Abuse Protection Policy (MAAPP) is the unified set of policies administered by the National Center for Safe Sport for all National Governing Bodies under the U.S. Olympic Committee. Along with MAAPP and USA Swimming, the Riviera Swim Team has created Safe Sport policies to encourage athletes, parents, and coaches to work together to keep everyone safe while participating in the sport they love. For these policies to be effective, everyone must participate. If you see something, say something.

MAAPP applies to 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 are 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.

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

EXCEPTIONS

Exceptions apply only where specified

Dual Relationship Exception: 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. This requires written consent of the minor athlete’s parent/legal guardian at least annually.

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
- a. The adult participant is not more than four years older than the minor athlete.

ONE-ON-ONE INTERACTIONS

One-on-One Interactions present a risk for an adult participant to abuse a minor athlete or initiate grooming behaviors to do so. This portion of the policy sets the expectation that if a one-on-one interaction occurs, it is done in a way that is observable and interruptible by another adult, except:

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

OBSERVABLE AND INTERRUPTIBLE

One-on-one interactions between a minor athlete and an adult participant must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances. Observable and interruptible means that the interaction takes place in such a way that another adult can see all the interactions that are happening AND another adult can interrupt the interaction if he or she observes a questionable behavior in the moment that it is

occurring. That interruption could include a physical interruption and/or a vocal interruption. A telephone call is considered to be a one-on-one interaction. Therefore, a telephone call between an adult participant and a minor athlete must be observable and interruptible by another adult. The duration of a telephone call made during an emergency circumstance must be consistent with the type of emergency.

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.
- 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 team travel.

MEETINGS WITH 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 in conjunction with team participation, including at practice or competition sites, 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.

INDIVIDUAL TRAINING SESSIONS

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:

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

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 Riviera Swim Team, which can be withdrawn at any time. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATION POLICY

The Riviera Swim Team 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 our club acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered particularly when adults use these methods to communicate with minors. Private electronic communications between an adult participant and a minor athlete present an opportunity for the adult to initiate grooming behaviors that may lead to abuse.

GENERAL COMMUNICATION GUIDELINES

All electronic communication from adult participants to minor athletes must be professional in nature. Communication should also be open and transparent. Absent emergency circumstances, if an adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the adult participant privately first, said adult must copy the minor athlete's legal guardian on any electronic

communication response to the minor athlete. When an adult participant communicates electronically to a group of athletes, the adult must copy another adult participant.

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m., unless emergency circumstances exist, or during competition travel.

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. A swimmer’s parent/legal guardian must be included in the communication so that there is no question regarding accessibility. This means that an athlete cannot electronically communicate with a coach without copying a parent/guardian and a coach cannot electronically communicate with a swimmer without copying a parent/guardian. There shall be no one-on-one communication between any coach and any swimmer or group of swimmers at any time.

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

SOCIAL MEDIA PLATFORMS

Adult participants are not permitted to maintain private social media connections with minor athletes and such adults 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” the club and/or LSC’s official page. Adults participants must not send private, instant, or direct messages to a minor athlete through social media platforms. Exceptions to these social media rules apply when a dual relationship exists or the close in age exception applies.

The Riviera Swim Team has an official site that athletes and their parents can “friend” for information and updates on team-related matters.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC, or by an 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.

PHOTOGRAPHY POLICY

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and minor athletes can be put at risk. With this in mind the Riviera Swim Team may take photographs (individual and in groups) of swimmers including minor athletes. All photos will be taken and published in line with club policy in Riviera Club or Riviera Swim Team publications. The publishing of a photograph of a minor athlete either on a notice board, in a published article, or video recording (including video streaming) of swimming competitions (“publication”) will only be done with parent/legal guardian's consent. A parent/legal

guardian has a right to refuse to have children photographed. In the case of Riviera Swim Team hosted competitions where an official photographer is present, all parents attending will be made aware of this in meet information.

Only coaches or authorized personnel with prior permission are permitted to photograph/record at practice sessions.

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

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

We ask that families and athletes observe these same standards in their personal photography when they are permitted to take photographs at competitions. In addition, they should practice responsible social media practices such as asking permission or alerting other parents/legal guardians when they post or share photos that include their children in a recognizable fashion (in contrast to the blur of a swimmer in the water who might not be as easily identifiable).

LOCKER ROOM POLICY

Locker rooms and changing areas are private and enclosed spaces in which abuse and misconduct can occur. The Riviera Swim Team practice and competition facilities housed at the Riviera Club have a changing area and locker rooms shared by members and guests, including the swim team. The locker room doors are not locked, and this area is accessible to all club members.

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

LOCKER ROOM AND CHANGING AREA USE

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).

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.

PRIVATE OR SEMI-PRIVATE SPACE FOR MINOR ATHLETES

The Riviera Swim Team 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 Riviera Swim Team.

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.

SHOWERS

Adult participants must not shower with minor athletes unless the shower is part of a pre- or post-activity rinse while wearing swimwear and/or the adult participant meets the close-in-age exception. Parents/legal guardians may request in writing that their minor athlete(s) not change or shower with adult participants during in-program contact. The Riviera Swim Team must abide by such a request.

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.

MONITORING

In accordance with MAAPP the club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. 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. The Riviera Swim Team has staggered practices, with different groups arriving and departing throughout the day. We monitor locker rooms and changing areas utilizing the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive
- b. Leaving the doors open when adequate privacy is still possible
- c. Making occasional sweeps of the locker rooms or changing areas 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. 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.

The Riviera Swim Team has a no tolerance policy for cell phones and/or other mobile recording devices in the locker rooms/restrooms. This means no texting, no calling, no videotaping, and no pictures.

Electronic devices must be stored in a secure location and must not be out/visible in the restroom/locker room area at any time.

If an athlete receives a call or text while in the locker room/restroom, the athlete must take their device to the hall and outside the view of the locker room before removing the device from its stored location (such as swim bag, purse, pocket) to answer the call/text.

If a coach, swimmer, or parent becomes aware of such activity, they should:

- Remind the user that this is against club policy (if possible).
- Report the activity to a coach, board member, Safe Sport Coordinator, or official immediately.

Failure to comply with the No Cell Phone/Mobile Recording Device Policy may result in disciplinary action.

TEAM TRAVEL

Local and team travel occur frequently in our sport and present a series of unique risk factors. The goal of this policy is to minimize the opportunity for an adult participant to abuse a minor athlete during local and team travel.

TRANSPORTATION

During team travel, observable and interruptible environments must be maintained. An adult participant must not transport a minor athlete one-on-one and must always transport at least two minor athletes or another adult participant, with exceptions for emergency circumstances, a dual relationship, or when the close-in-age exception applies. Additionally, a minor athlete's parent/legal guardian can provide, at least annually, written consent for an adult participant to transport the minor athlete one-on-one, which can be withdrawn at any time. Adult participants, including team managers and chaperones, who travel with the team must be USA Swimming non-athlete members. Riviera Swim Team recommends that adult participants who are parents/legal guardians of minor athletes must pick up their swimmer first and drop off their swimmer last in any shared or carpool travel arrangement.

TEAM TRAVEL LODGING

When travel to a competition or other team activity involves lodging, minor athletes will 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. Adult participants must not share a hotel room, sleeping arrangement or overnight lodging location with an athlete. During team travel, all contact in a hotel room, sleeping arrangement or overnight lodging location between an adult participant and a minor athlete must be observable and interruptible. During team travel, when doing room checks, two-deep leadership (two adult participants should be present) and observable and interruptible environments must be maintained. The following exceptions apply to these lodging policies:

- a. 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
- b. When the close-in-age exception applies and the minor athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.

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

MASSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES

Massages, rubdowns and athletic training modalities can present a risk for adult participants to abuse minor athletes. As a result, all massages, rubdowns and athletic training modalities performed on a minor athlete must be conducted in an observable, interruptible environment by a non-coach licensed massage therapist or other certified professional. Even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

ADDITIONAL MINOR ATHLETE REQUIREMENTS

- a. Written consent by a 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. Parents/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 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 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. 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.

BULLYING POLICY

Bullying of any kind is unacceptable at the Riviera Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Riviera Swim Team is committed to

providing a safe, caring, and friendly environment for all 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, Riviera Swim Team Parent Board member, or Safe Sport Coordinator.

Objectives of the Riviera Swim Team Bullying Policy and Action Plan:

1. To make it clear that the Riviera Swim Team will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents, and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the Riviera Swim Team 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 Riviera Swim Team Coach, Board Member, or Safe Sport Coordinator;
- Write a letter or email to a Riviera Swim Team Coach, Board Member, or Safe Sport committee member;
- 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

First, we get the facts.

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

Then, we determine if it is bullying.

There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

1. Review the USA Swimming definition of bullying;
2. To determine if the behavior is bullying or something else, consider the following questions:
 - a. What is the history between the kids involved?
 - b. Have there been past conflicts?
 - c. 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.
 - d. Has this happened before? Is the child worried it will happen again?
3. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
4. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied.

1. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
2. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - a. 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.
 - b. Develop a game plan. Maintain open communication between the Riviera Swim Team and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
3. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Address bullying behavior.

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

- a. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
- b. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
4. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - a. Write a letter apologizing to the athlete who was bullied.
 - b. Do a good deed for the person who was bullied, for the Riviera Swim Team, or for others in your community.
 - c. Clean up, repair, or pay for any property they damaged.
5. Avoid strategies that don't work or have negative consequences:
 - a. 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.
 - b. 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.
6. 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.

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.

- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or Riviera Swim Team board member;
- 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."
- Set a good example by not bullying others.
- 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.

Any behavior by a USA Swimming member-coach, official, or adult participant that is prohibited by MAAPP will be reported to USA Swimming.

Safe Sport Coordinators do not investigate but **MUST** report all sexual abuse incidents to the National Center for Safe Sport: www.safesport.org/report-a-concern.