

Safe Sport Policies of Greater Kalamazoo Crocs

Including the

Minor Athlete Abuse Prevention Policy

Updated February 07, 2025

General Requirement

All USA Swimming member clubs and LSCs are required to implement the Minor Athlete Abuse Prevention Policy (MAAPP) in full. The MAAPP must be reviewed and agreed to in writing by all athletes, parents, coaches, and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club. This Policy applies to all Applicable Adults. An Applicable Adult shall be defined as 1) all USA Swimming non-athlete members and adult athlete members, 2) participating non-members (e.g. meet marshals, meet computer operators, timers, etc.), 3) LSC and club adult staff and board members, and 4) any other adult authorized to have regular contact with or authority over minor athletes.

One-On-One Interactions

1. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor athlete's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see item 3) or under emergency circumstances. Observable and interruptible shall mean that the interaction taking place shall be in a place and manner that another adult can visually see the interaction and can interrupt the interaction either physically or vocally if he or she observes a questionable behavior.

2. Meetings

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

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

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

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

4. Individual Training Sessions

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

Social Media and Electronic Communications

1. Content

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

2. Open and Transparent

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

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

3. Requests to Discontinue

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

4. Hours

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

5. Prohibited Electronic Communication

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

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

Travel

1. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.

2. Team Travel

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

- a. During team travel, when doing room checks, two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with Greater Kalamazoo Crocs or LSC must be USA Swimming members in good standing.
- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangement with other minor athletes of the same gender and of similar age. When a minor Athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e. any such meeting must be observable and interruptible). Meetings must not be conducted in an individual’s hotel room or other overnight sleeping location.

Locker Rooms and Changing Areas

1. Requirement to Use Locker Room or Changing Area

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

2. Use of Recording Devices

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

The Greater Kalamazoo Crocs team policy is that there is to be no use of cell phones or any other mobile devices in any capacity in the locker rooms or changing areas. Any use of a phone or mobile device should only be done outside of the locker room or changing areas. Phones and devices should remain inside the swimmer's bag either in a locked locker or on the pool deck or be left with a parent or coach for the duration of practice. Swimmers caught using a cell phone or any type of recording device in the locker room will immediately lose locker room privileges until a meeting with the coaching staff, the swimmer and the parent(s) takes place to discuss locker room safety practices. Swimmers posting pictures from within the locker rooms on social media is considered proof to suspend use of the locker rooms.

3. Undress

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

4. One-on-One Interactions

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

5. Monitoring

Greater Kalamazoo Crocs 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 male locker rooms using 2-deep leadership and announcing adult entrance into the locker room before entering.

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.

6. Legal Guardians in Locker Rooms or Changing Areas

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

7. Applicable Adult Locker Room Usage

Applicable Adults who are not athlete members of the team using the locker room for practice or competition related purposes shall not use the locker room facilities while minor athletes are using those facilities. Exceptions are for legal guardians of minor athletes who enter the locker room to assist their child per item 4. and for Applicable Adults who are monitoring the locker room as described in section 5.

8. Pool Specific Locker Room Rules

Portage Northern Natatorium: Coaches and parents should use the restrooms located in the hall. Only in the event that these are locked should adults enter the locker rooms. If the minor athletes are using the restrooms for changing, coaches and parents should refrain from using those facilities until all athletes have changed and exited the restroom.

Kalamazoo College: Coaches and parents should use the restrooms located in the hall. In the event that the stand-alone restrooms are locked during practice time, coaches and parents may use the locker room restrooms, but not while minor athletes are using the same facility.

a. Portage Northern Natatorium

This location has a shared locker room with entrances in the hall and on the pool deck. If there are days where the locker rooms are unavailable, swimmers may use the restrooms located in the front entrance. The locker rooms should never be considered a secure space for belongings to be left unattended and unlocked. All personal property should be brought onto the pool deck for storage during practice. Any items left unattended in the locker rooms are done at the swimmer's own risk. The locker rooms are meant for changing into and out of swimsuits, showering before and after practices, and as the restroom facility for the athletes. There should be no horseplay or loitering in the locker rooms. Failure to act properly in any of the shower, restroom, or changing areas may result in the athlete's loss of locker room privileges.

b. Kalamazoo College

This location has a locker room that is shared by all teams/programs swimming at that time with entrances in the hall and on the pool deck. The locker rooms should never be considered a secure space for belongings to be left unattended and unlocked. All

personal property should either be locked in one of the lockers with the athlete's own lock or brought onto the pool deck for storage during practice. Any items left unattended in the locker room are done at the swimmer's own risk. The locker rooms are meant for changing into and out of swimsuits, showering before and after practices, and as the restroom facility for the athletes. There should be no horseplay or loitering in the locker rooms. Failure to act properly in any of the shower, restroom, or changing areas may result in the athlete's loss of locker room privileges.

Massages and Rubdowns/Athlete Training Modalities

1. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g. stretching, physical manipulation, injury rehabilitation, etc.) and electronic instrument assisted modalities (e.g. stim treatment, dry needling, cupping, etc.).
2. General Requirement
Any massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
3. Additional Minor Athlete Requirements
 - a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Greater Kalamazoo Crocs.
 - b. Legal guardians must be allowed to observe the massage.
 - c. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage in the room.
 - d. 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

Greater Kalamazoo Crocs does not tolerate bullying of any kind by athletes, coaches, or parents.

1. Definition
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:
 - a. Causing physical or emotional harm to the other member or damage to the other member's property;

- b. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creating a hostile environment for the other member at any USA Swimming activity;
- d. Infringing on the rights of the other member at any USA Swimming activity; or
- e. 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).

2. Reporting

An athlete who feels that he or she has been bullied should do one of the following:

- a. Talk to your parents;
- b. Talk to a Greater Kalamazoo Crocs coach, board member, or other designated individual;
- c. Write a letter or email to a Greater Kalamazoo Crocs coach, board member, or other designated individual; or
- d. Make a report to the USA Swimming Safe Sport Staff

There is no express time limit for initiating a complaint under this procedure, but effort should be made to bring the complaint to the attention of the appropriate Greater Kalamazoo Crocs leadership as soon as possible to make sure that memories are fresh, behavior can be accurately recalled, and the bullying behavior can be stopped as soon as possible.

3. Addressing the Behavior

If bullying is occurring during team-related activities, we stop the behavior on the spot using the following steps:

- a. Intervene immediately
- b. Separate the parties involved
- c. Ensure the safety of all parties
- d. Attend to any immediate medical or mental health needs
- e. Calmly reassure the parties involved, including bystanders
- f. Model respectful behavior

Photography Policy and Use of Images

Greater Kalamazoo Crocs may use photographs and/or videos of team members in social media posts, newsletters, promotional materials, or for use in training and improving strokes and/or racing techniques. Pictures and videos taken will be in celebration of the sport of swimming and of Greater Kalamazoo Crocs, will not be taken from behind the starting blocks or in a manner that is inconsistent with the rules of USA Swimming, and will not be taken in any private area (including but not limited to locker rooms and restrooms). The images and/or videos will be used solely for the promotion of the sport of swimming and Greater Kalamazoo Crocs or for educational purposes. Furthermore, any image of a swimmer posted in any public fashion will not include more than the swimmer's first name attached to it. As a member of Greater Kalamazoo Crocs, you are agreeing to allow photographs and/or videos to be taken and used in the above outlined manners. If you wish to exclude your swimmer(s) from any photographic or video image usage by submitting the request in writing to the parent advisory board.