

# EDGE Swim Club Policies



## ***EDGE Swim Club Team Policies | Financial & Payment***

The EDGE Swim Club provides access to the finest swimming, fitness, health and wellness resources in Vermont. Including on-site dryland program, physical therapy, well-maintained pools, and state of the art fitness and studio centers. EDGE Swim Club members are required to adhere to all financial and payment policies. Membership fees are based on training level placement determined by the head coach and the coaching staff.

Our fee structure and financial and payment policies are structured to support our mission and vision of providing the very best competitive swim program in northern Vermont and New England. We welcome all swimmers – younger and older, year-round and multi-sport.

There is one fee option. Monthly – dues are automatically charged to the credit card on file from your online registration on the 1st of each month.

Payment must be processed and accepted within two weeks of the swimmer's start date, or that swimmer will be suspended until payment is received. No refunds are given if a swimmer leaves in the middle of the month. If a swimmer decides to pause their participation, written notice must be given 48 hours before the 1st of the month.

Monthly payments that are declined, and not resolved within 10 days, will result in a \$15.00 late fee. Registrations completed after the 1st of the month will have their first monthly installment charged to the credit card on file within 48 hours of the registration. New swimmers joining after ½ way through the month may swim at no charge for that month. Swimmers who wish to join before the middle of the month will be charged the full amount. Moving forward, all payments will be withdrawn on the 1st of each month.

**Meet Fees:** All meet fees are the responsibility of the EDGE swimmer's parents or guardians. Meet fees and appropriate taxes will be charged to the credit card on file for each meet your swimmer(s) attend. If your swimmer scratches a session or event for any reason, the meet fees will still be charged as the EDGE Swim Club must pay these up front.

**Travel expenses:** several meets involve out-of-state travel, some even with flights, with hotel lodging to be expected.

**Training trip expenses:** throughout the year, the EDGE Swim Club may partake in various in-state and out-of-state training trips.

**Team Apparel:** your team cap is included! However, there is additional EDGE apparel which members can purchase and have charged to their account. For a full list of apparel: click on RESOURCES > TEAM STORE from our website.

## **EDGE Swim Club Team Policies | Communication**

The EDGE Swim Club recognizes the prevalence of electronic communication and social media in today's world. We appreciate the ease in which social media and electronic communication can help communicate and relay important information. 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.

We encourage all members to follow our official team social media pages on Facebook and Instagram for additional program information and fun!

We intend to keep our communication as abundant, transparent, informative, and accessible as possible, while also creating a professional environment in which coach, athlete, and parents feel comfortable and safe.

All communications between a coach or other adult and an athlete must be professional in nature and for communicating information about team activities. Any direct electronic communication between an adult/coach and a minor athlete must copy another adult/coach. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection (article 304).

Communication must not contain or relate to any of the following: drugs or alcohol use, sex, sexually explicit language, sexual activity, the adult's personal life, relationship issues, and inappropriate or sexually explicit pictures.

All communication with a swimmer must be Transparent, Accessible and Professional.

**Transparent:** All communication between coaches and athletes should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All communication between coaches and athletes should be considered a matter of record and part of the Club's records.

**Professional:** All communication between a coach and an athlete should be conducted professionally and as a representative of the Club.

**Social Media:** Coaches and Athletes are not permitted to follow one another and message one another through social media. Email and text are the only acceptable forms of communication regarding team matters while following the **TAP** model. This includes Facebook, Instagram, Snapchat, Twitter, or other Social media outlet

### **Facebook**

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

**Instagram**

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

**Texting**

Texting is allowed between coaches and athletes only during the hours from 5am until 9pm local time for the athlete, unless emergency conditions exist or during competition travel.

**E-Mail:**

Athletes and coaches may use email to communicate only between the hours of 5am and 9pm local time for the athlete, unless emergency conditions exist or during competition travel.

**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.

**Best Practice, Recommendation, and Penalties/Consequences for Violations**

EDGE coaches aim to serve as mentors, role models, and adult figures in whom all EDGE swimmers feel they can trust. However, EDGE coaches are not guidance counselors and swimmers are encouraged to talk about any personal issues with trained professionals. This is a path the swim coach will recommend. Any communication between a coach and athlete of an athlete’s personal nature must meet the **TAP** test.

## ***EDGE Swim Club Training Policies | Drugs and Alcohol***

We expect our swimmers to abstain from the illegal use of drugs, and alcoholic beverages. The club maintains a safe environment in which swimmers can develop their athletic potential, while growing into mature young adults.

A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, controlled substances or knowingly remain in the presence of those engaged in such behavior(s).

A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug. "Drug paraphernalia" means any device designed or used for introducing a drug into the body, including, for example, rolling papers, bongs, and crack pipes. "Illegal" drug means any drug which is illegal under the laws of the State of Vermont and any drug or substance which is banned by USA Swimming, the United States AntiDoping Agency, the International Olympic Committee, or the World Anti-Doping Agency. Illegal drugs include, for example, opioids, cocaine, and steroids. If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, or alcoholic beverages, a parent or the legal guardian of the swimmer will be notified. A "team function" includes any swim meet, travel trip, event, or activity in which the swimmer participates as a member of the EDGE Swim Club. "EDGE Swim Club premises" includes any facility owned, rented, or used by the EDGE Swim Club for a meet, practice, or any other club sponsored event or activity.

### **Penalties/Consequences for Violations**

All registered EDGE Swim Club members agree to adhere to this drug and alcohol policy. Adherence to the policy and the penalties below are necessary to maintain a good-standing membership on the EDGE Swim Club.

If the EDGE Coaching Staff determines that a swimmer has or may have violated the policies listed above, the EDGE Coaching Staff will determine the penalty/consequences for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequences for a violation of team policies will be at the discretion of the Coaching Staff. The penalties or consequences may include, but are not limited to one or more of the following:

- Counseling by the coach or designee
- Community Service
- Restriction from team trips and/or swim meets
- Loss of privileges
- Probation
- Suspension
- Dismissal from the club

In addition to any penalty imposed, a swimmer who is found to have violated a team policy relating to the use or possession of drugs or alcoholic beverages may be required to have an

assessment to determine their risk for chemical dependency as a condition for remaining in the club. If a substance abuse problem is identified by an assessing agency, the swimmer must successfully complete the treatment program recommended by the agency as a condition of remaining in the club. Any costs associated with the requirements outlined in this paragraph will be borne by the swimmer and his/her parent(s) or legal guardian.

### **Helping Swimmers Is Our Priority**

If a swimmer is concerned about his/her own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach his/her involvement with drugs and alcohol will not be charged with a violation of the team policy because of such disclosure. The swimmer will be referred to substance abuse counseling or treatment at his/her own cost.

EDGE Swim Club recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality is upheld and that the privacy of those involved will be maintained and respected.

## **EDGE Swim Club Team Policies | Code of Conduct**

The EDGE Swim Club strives for top-notch sportsmanship, great team spirit, and excellent performance at all competitions. The EDGE Swim Club achieves this by following the code of conducts of New England and USA Swimming

### **New England Swimming Code of Ethics**

It is expected that:

- Coaches, swimmers, officials, parents and-other spectators will behave in an appropriate sportsmanlike manner at all times and follow all N.E. rules and policies.
- The swimming community will follow the intent as well as the letter of the 'rules
- Acts of unsporting, or unsafe conduct or behavior, will be considered a breach of ethics
- Coaches, parents, swimmers and officials will know and adhere to pool and meet safety requirements

#### **SWIMMERS WILL:**

- Not interfere, with another swimmers training, warm-up or race
- Respect each other's ability and dignity  
Be respectful to coaches, officials and other meet/team personnel
- Give an honest effort in all competitions

#### **COACHES WILL:**

- Strive to set an example of the highest ethical and moral conduct
- Take an active role in the prevention of drug, alcohol and tobacco abuse
- Be acquainted with the rules and will not try to gain an advantage by circumvention of the spirit/letter of the rules
- Not directly or indirectly recruit another team's swimmers unless the coach is first approached by the swimmer or his/her family (an open tryout time is permitted). If a swimmer (or parent) contacts a coach about changing teams, the swimmer should be encouraged to discuss the situation with his/her parents and their current coach
- Keep membership and certifications current (including all assistant coaches)
- Not offend others by their actions, language or dress
- Be accurate and honest in registrations, meet entries, and in adhering to warm-up procedures

#### **OFFICIALS WILL:**

- Be knowledgeable about the rules and keep current on any changes
- Be fair and unbiased in their application of the rule
- Set an example to the swimmers and coaches by their demeanor

- Dress appropriately
- Realize that they are at meets to benefit the swimmers and act accordingly
- Keep membership current

#### CLUBS WILL:

- Not interfere in the internal organization/ affairs of other clubs
- Encourage coaches to remain until the end of a season, unless dismissal is warranted by a breach of a contract or the ethics code
- Treat their coaches and swimmers with respect
- Discharge their administrative obligations to New England Swimming and other clubs in a timely fashion

Theft, vandalism, unsportsmanlike conduct or any other breach of this ethics code by competitors or non-competitors at the swimming venue will not be tolerated. Individuals or groups whose behavior is distracting to the competition will, at the discretion of the meet committee, be asked to leave the facility.

If any individual or group displays unsportsmanlike behavior repeatedly at USA/NE sanctioned events, they will be subject to the action by the NE Board of Review. Any breach of the ethics code may be subject to a hearing by the NES Board of Review and punishment may be up to and including expulsion from NES.

All EDGE Swim Club parents, swimmers, and coaches are expected to adhere to article 304 of the 2020 USA Swimming Rulebook.

#### **Penalties/Consequences for Violations**

Failure to follow the New England Swimming and USA Swimming Code of Ethics and Conduct may result in the following penalties and consequences: A warning to the athlete and the athlete's parent/legal guardian, a dismissal from practice, restrictions/suspensions from team activities, suspension/dismissal from the team.

## ***EDGE Swim Club Team Policies | Parent Code of Conduct***

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team.

I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to Head Coach John Pearce; then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

## ***EDGE Swim Club Team Policies | Athlete Code of Conduct***

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior.

By agreeing to this code of conduct,

I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.

- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

## **EDGE Swim Club Team Policies | Practice Policies**

The EDGE Swim Team prides itself on providing a top-notch competitive swim training program in northern Vermont and New England. Swimming provides its athletes with a structure, a sense of community, and additional life-skills. With the goal of providing our swimmers with the best technical instruction to succeed in the pool, and of providing our swimmers with skills that lead to a successful life such as: practice, hard work, discipline, punctuality, teamwork, health, wellness, and commitment; the EDGE Swim Club has adopted the following practice policies.

### **Practice Times**

All start and finish times of a practice are to be strictly followed by all swimmers unless prior permission for a late arrival or early departure is given by the swimmer's coach. EDGE swimmers will start practice on-time. EDGE swimmers must arrive at a time that gives them ample time to prepare and be ready to start promptly. For example, a Bronze swimmer arriving at 5:00pm is NOT on time. That is when they need to be starting practice.

### **Practice Expectations**

- EDGE swimmers will attend the entire duration of a practice. This includes any scheduled stretching, swim, dryland, yoga, and scheduled team meetings that may be part of a scheduled practice.
- Only advanced notice for partial practice will be considered by The Coaching Staff
- Partial practices will only be permitted with the approval of The Coaching Staff
- EDGE swimmers must bring their own cap, goggles, and towel to practice. The club is not responsible for providing these items. The aquatics office may have extra caps and goggles for swimmers to use in cases of emergency. Towels will not be provided to EDGE swimmers.
- EDGE swimmers will always display respectful behavior to all teammates, coaches, and fellow EDGE parents.

### **Practice Attendance Requirements**

- Practice attendance requirements are set to provide a framework for each swimmer to reach their maximum potential. They are also set to establish a level of organization and structure to the team so that the coaching staff may prepare and execute the best training program possible.
- Practice attendance requirements are different for each training level and are clearly defined on each training level's program description on the team website.
- All training level practice requirements must be met unless an exception is approved by The Coaching Staff.

### **Practice Attire**

The EDGE is aware that many swimmers enjoy wearing different caps and suits to practice. EDGE swimmers may wear unique suits and caps at practice with the following exceptions.

- EDGE swimmers are not permitted to wear a cap or suit of another Vermont club team.

- EDGE swimmers are not permitted to wear suits or caps in practice that depict any sexual or violent content in any manner

### **Practice Behavior/Etiquette**

Each coach may have his/her own set of additional set of behavior rules and expectations. These will be communicated by the coach early and often throughout the swimming season to athletes and parents. “Additional” rules simply add to our existing rules. Any of these “additional” rules do NOT replace the following:

- All EDGE swimmers are required to keep their bodies to themselves throughout the duration of the practice unless a drill or set designed by the coach involves partnering up.
- All EDGE swimmers are required to keep their eyes, ears, and head above water when a coach is providing instruction
- All EDGE swimmers are required to maintain eye contact with the coach when he/she is providing instruction
- All EDGE swimmers are required to circle swim throughout the practice when sharing a lane with at least two other teammates.
- All EDGE swimmers are required to leave at least FIVE seconds apart when performing sets.

### **Additional/Private Coaching**

Seeking personal or private tutelage is a great way to work on items that have been presented in practice. If a swimmer desires to have personal swim coaching, the following policies must be adhered to.

- All requests for private lessons for EDGE swimmers must go through the Head Coach. Requests may be made for a specific Assistant Coach but the Head Coach will make the final decision.
- EDGE assistant coaches may be hired for personal coaching at a rate of \$200 for a 4-pack.
- The EDGE Head Coach may be hired for personal coaching at a rate of \$250 for a 4-pack. Each personal session lasts 45-minutes.

### **Penalties/Consequences for Violations**

Failure to follow practice policies will result in a warning to the athlete and the athlete’s parent or legal guardian. The coaching staff also has full discretion and judgment to determine any in-practice consequences for failure to follow practice policies. Continued failure to follow practice policies may result in restrictions to team events, dismissal from the practice, or dismissal from the team.

## **EDGE Swim Club Team Policies | Competition Policy**

Success of the team at invitational, dual, and championship meets are amongst our highest priorities. With the aim of being successful at the highest levels, the EDGE Swim Club has adopted the following competition policies.

### **General**

- All EDGE Swimmers will wear their EDGE Swim Club t-shirt upon arrival and throughout the meet AND/OR other EDGE Swim Club Apparel
- No other TEAM apparel or affiliation is to be displayed
- All EDGE Swimmers will wear the team suit and cap at all meets.
- Swimmers ages 12&U in New England Swimming are banned from wearing any/all technical competition suits.
- Swimmers ages 13-18 are encouraged to wear technical competition suits at championship meets.
- All EDGE Swimmers are responsible for knowing their event lineup for the meet.
- All EDGE Swimmers are responsible for lining up behind the block for their events.
- 10&U Swimmers may receive assistance from the EDGE coaching staff. EDGE swimmers ages 11 and older must warm-up immediately before and cool-down immediately after their race.
- EDGE swimmers ages 11 and older are required to check-in with their Head coach or primary training coach prior to and after each race to discuss preparations for and analyze their race. If a primary coach is not in attendance, swimmers must still check in with one EDGE coach.
- Swimmers ages 10 and younger are encouraged to check in with their coach.
- All EDGE swimmers, when entered in a session, must stay until the completion of that session before leaving the meet. Exceptions: Sunday PM sessions at travel meets (distances of 100 miles away or greater) or advanced notice WITH approval by head coach or primary meet coach. There will be no scratches from events during the meet without the head coach's approval.

### **Trials/Finals Meets and/or Championship Meets:**

All General rules and requirements apply to trials/finals and championship meets. All EDGE swimmers who qualify for finals are required to swim. All EDGE swimmers are encouraged to attend the finals session if any of their teammates qualify for finals to support and encourage their teammates.

Penalties/Consequences for Violations. Failure to follow competition policies may result in a swimmer being scratched from a race, multiple races, or the meet with no refunds given.

## **EDGE Swim Club Team Policies | Team Travel**

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. Official Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Inclement Weather: In certain cases, the EDGE swim team will cancel practices or meets due to severe weather. It is always the responsibility of the parent/guardian to make the decision whether to drive or allow their teenagers to drive to a team function when road safety is a question. No attendance penalty will be enacted due to bad weather.

### **USA Swimming Required Policies**

- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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)
- 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)

### **EDGE Swim Club Policies**

- 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.
- 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 athlete).
- Curfews shall be established by the team or LSC staff each day of the trip.
- 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.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are expected to remain with the team always 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.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. EDGE Team Travel is only available to athletes age 13 and over.

### **Penalties/Consequences for Violations**

Failure by an EDGE Swim Club member to adhere to team travel policies may result in a warning to the member and his parent/legal guardian if applicable. Penalties may also be a suspension from team activities or being sent home from the team travel destination.

## ***EDGE Swim Club Team Policies | TYR Sponsorship***

Beginning in 2017, the EDGE Swim Club became a TYR Voucher Team. This entitles our team to significant discounts and packages on many TYR products. In return, the EDGE makes all efforts to use TYR training equipment, race in TYR team suits, race in TYR technical suits, and wear TYR products. The more TYR products the EDGE Swim Club uses, the larger a voucher the team gets to put toward other team equipment that all swimmers and coaches may have the benefit of using.

### **Team Page**

The EDGE Swim Club's TYR preferred dealer is K&B Sportswear. To access our team page, please follow these instructions:

From our team website: go to Resources > Team Store > K & B Team Page. The direct link automatically connects you with the page. If you wish to access the team page through K&B's website, click on the Swim Team tab on the home page and then click on the Team Login Page Button. With this method, you must enter the page password, which is case sensitive. The password is: Edge2021

Contact the head coach and refer to the EDGE Apparel & Suit and our K&B Team Page for updated information and instructions on how to take advantage of any discounts.

### **Requirements**

- As a TYR voucher team, all EDGE swimmers are strongly encouraged to order TYR training equipment. A list of preferred TYR training equipment is on the team's K&B page.
- EDGE swimmers are required to wear their TYR team suit at all swim meets.
- EDGE swimmers are strongly encouraged to wear TYR technical competition suits at championship meets.

## ***EDGE Swim Club Team Policies | Action Plan to Address Bullying***

Bullying of any kind is unacceptable at EDGE Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The EDGE is committed to providing a safe, caring and friendly community 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 or a member of the EDGE staff.

### **Objectives**

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make the reporting of bullying clear and understandable.
- To spread the word that the EDGE Swim 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 and EDGE Swim Club activity; IV. Infringing on the rights of the other member at any USA Swimming and EDGE Swim Club 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 an EDGE Coach or EDGE Staff member who can then report to a coach.
- Write a letter or email to the Head Coach or the EDGE.

- 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 EDGE Coaching staff 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 we 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 or cyber bullying. Collect 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?
- c. Remember that it may not matter "who started it."
- d. Once you have determined if the situation is bullying, support all of the kids involved.

#### **3. Supporting the Kids Involved**

- 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. 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:

- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
- Avoid strategies that don't work or have negative consequences.
- 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.

## **EDGE Swim Club Team Policies | Locker Room Policy**

The EDGE Swim Club is privileged to have access to the fine facilities of the EDGE. With this privilege comes the responsibility to ensure all EDGE members treat the EDGE facilities with respect and behave in an appropriate manner. The locker room is a part of the facility that all EDGE community members use every day, and it's imperative our swim club members are aware and respectful of this fact when in the locker room every day. It is with this in mind, that we have the following locker room policy.

- EDGE swimmers will refrain from the use of inappropriate language.
- EDGE locker rooms are a no cell phone zone. The use of cell phones or any other recording device while in the locker room is strictly prohibited for the privacy and protection of all swim club and EDGE members.
- EDGE swimmers will use the locker room for getting changed for practice, or from practice, and do so in a quick manner.
- EDGE swimmers will keep their changing space neat and free of clutter.
- EDGE swimmers will respect all facility equipment, tools, and hygienic products and use them appropriately.
- EDGE swimmers may use the shower facilities. However, only FOUR (4) shower stalls may be used simultaneously by the swim club to allow space for our other EDGE members.

### **Penalties/Consequences for Violations**

Failure to follow and adhere to our locker room policies may result in the following consequences: a warning to the athlete and the athlete's parent/legal guardian and/or having the privilege and access to the locker room being revoked indefinitely.

### **Locker Room Monitoring Policy**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas at The Williston EDGE of 115 Wellness Dr. and the Eastwood Facility in South Burlington.

All EDGE locations have locker room spaces that are shared with all EDGE program members. As such, there are likely to be people who are not associated with EDGE Swim Club in the changing area around the times of practice.

General Monitoring Considerations: Coaches and EDGE 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.

While we do not post staff inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas with women checking on female locker rooms, and

men checking on male locker rooms. This may be either EDGE Swim Club staff or in some cases, EDGE Sports and Fitness staff.

## ***EDGE Swim Club Team Policies | Photography***

1. The publishing of a photograph of a 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 the parents' consent per the waiver completed upon registration to the EDGE Swim Club.

2. A parent or guardian has a right of refusal to have their child(ren) photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should review the information presented in the meet information packet for specific photography policies.

All photographs taken during practice or competition 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.

## **EDGE Swim Club Grievance Procedure**

The EDGE Swim Club Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

### **Where to Report**

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: [safesport@usaswimming.org](mailto:safesport@usaswimming.org) or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- [VT Agency of Human Services Department for Children and Families](#)

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the EDGE Swim Club Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy, please see the procedures below.

### **Whom to Notify of a Grievance**

*Regarding the Conduct of a Swimmer* - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the EDGE Swim Club Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the EDGE Swim Club Head Coach is notified of the complaint and will participate in assessing behavior.

*Regarding the Conduct of an Assistant or Age Group Coach* - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the EDGE Swim Club owner is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach* – Notify the EDGE Swim Club/EDGE Sports and Fitness President and Human Resources Representatives

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the EDGE Sports and Fitness President of this violation. This complaint should be made in person or in writing.

*Regarding Parent or Official Conduct - Notify the Head Coach*

- Should a parent or swimmer feel another EDGE Swim Club parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

**Note:** With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during practice time.

**How Grievances will be Handled**

*Penalties for infractions of the EDGE Swim Club Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers may be imposed. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
  - a. Nature of the misconduct
  - b. Severity of the misconduct
  - c. Prior disciplinary actions
  - d. Adverse effect of the misconduct
  - e. Application of the Code of Conduct

## **EDGE Swim Club Team Policies | Waivers**

All EDGE swimmers ages 18 and older, or the parent/guardian of minors (swimmers under the age of 18), are required upon completion of their registration to acknowledge and agree to all agreements, waivers, and policies set forth by the program. Our waivers are designed and written for the protection of both the athlete and the EDGE. Safety is a priority on the EDGE, and it is with that in mind that the following waivers are required to be completed by all EDGE participants.

**Medical Release Waiver:** I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the EDGE Swim Club and The EDGE to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge EDGE Swim Club and The EDGE and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in EDGE Swim Club activities, whether damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

**Liability Waiver:** By registering my child(ren) with the EDGE Swim Club, I agree to participate (or allow my child(ren) and family members to participate) in the EDGE Swim Club, and hereby release EDGE Swim Club and The EDGE, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the EDGE Swim Club program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above-mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the EDGE Swim Club program.

**Photo Release:** I give permission for my likeness, or the likeness of my child, to be used for swim team training and advertisements purposes posted by the EDGE, the team's photographer, and other media outlets such as local newspapers in association with their participation on the EDGE Swim Club

**Team Policies Acknowledgement:** My swimmer(s) and I acknowledge, understand, and will abide by all EDGE Swim Club Team Policies. We are aware that all are available for viewing and reading electronically online. I may also request hard copies of these policies. I acknowledge that along with the coaching staff, it is the responsibility of both the swimmer and parent to be aware of these policies. Team policies can be found under the resources tab or our website.

Signature\_\_\_\_\_

Date\_\_\_\_\_