



SWIMMER & PARENT HANDBOOK

Approved by the Fallston Club Swim Team Committee.

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FALLSTON FINS SWIMMER & PARENT HANDBOOK

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ARTICLE 1 ENDORSEMENTS

- 1.1 FALLSTON CLUB, INC.** Members of the Fallston Fins must follow the Rules & Regulations of Fallston Club, Inc. as it is amended.
- 1.2 HARFORD SWIM LEAGUE, INC.** Members of the Fallston Fins must follow the Rules & Regulations of Harford Swim League, Inc. as it is amended. Parents and athletes of the Fallston Fins must comply with the Harford Swim League sportsmanship contract.
- 1.3 USA SWIMMING, INC.** Members of the Fallston Fins must follow the antibullying and antidiscrimination policies set in place by USA Swimming, Inc.
- 1.4 AWAY MEETS.** Members of the Fallston Fins must follow rules and regulations of the home team and pool.

ARTICLE 2 JOINING THE TEAM

2.1 ELIGIBILITY.

- .1 **Membership of Fallston Club, Inc.** – All athletes must be members of Fallston Club, Inc. unless under the athlete meets at least one of the following requirements:
 - A If the athlete is a current employee of Fallston Club, Inc they may discontinue their membership and be a member of the Fallston Fins swim team.
 - B If the athlete is 13 years or old and has been a member of the team for a minimum of three consecutive years, the family may discontinue their membership and be a member of the Fallston Fins swim team with an additional non-member fee.
- .2 **Age Requirements** – Athletes must be older than the age of 5 but younger than the age of 18 on June 1 of the swim season to be eligible for the Fallston Fins unless otherwise determined by the Harford Swim League (HSL).
- .3 **Athletes' Ability** – All athletes aged 8 and younger are required to complete a swim test to swim in meets. A swim test may be conducted with a swimmer older than the age of 8 if deemed necessary by a coach.
 - A Athletes aged 8 and younger must be able to complete one lap of freestyle without touching the bottom, side of the pool, or the lane dividers to be eligible for the Fallston Fins.
 - B All swimmers must be able to support themselves in the water without the assistance of a coach, parent, swimmer, or other non-participating individuals.
 - C If an athlete does not pass the swim test they may remain on the team per the coach's discretion.
- .4 **Sportsmanship Contract** – Athletes and parents must agree to the HSL sportsmanship contract and Fallston Fins Sportsmanship Agreement (see Article 7) to be eligible to join the Fallston Fins.
- .5 **Good Standing** – Athletes and parents must be in good standing with the team. Violating the rules and regulations may no longer be in good standing with the team and may be asked to not return the following year.

2.2 REGISTRATION.

.1 Registration Window

- A Registration will open in late March or early April.
- B Registration will close at the end of the first week of practice.
- C Families who are unsure if their swimmer will pass the swim test are asked to wait until the first week of practice to register to ensure that their swimmer is eligible to join the team.

.2 Registration Survey – Families will be expected to complete a survey to help the coaching staff identify each family's expectations and level of commitment for the summer.

2.3 REFUNDS.

.1 Refund Policy – Families who would like a refund may receive based on the following timeline.

- A Before the first practice, families will receive a 100% refund.
- B During the first week of practice, families will receive a 75% refund.
- C After the first week of practice, no refunds will be given.

ARTICLE 3

PRACTICES

3.1 SCHEDULE.

.1 First Day of Practice – The first day of practice will be the day after Memorial Day.

.2 Last Day of Practice – The last day of practice will be the Friday before the last meet.

.3 Schedule –The practice schedule may be changed at the Coach's discretion. There are two practice schedules:

.1 While Harford County Public Schools (HCPS) is in session, practices will only be conducted on Monday-Thursday in the evenings. Practice times are as follows:

Swimmers ages 8 & Under: 5:30-6pm

Swimmers ages 9-12: 6-6:45pm

Swimmers ages 13 & Over: 6:45-8pm

.2 The first weekday after HCPS concludes the following schedule will go into effect: Both evening (Monday-Thursday) and morning practices (Monday-Friday) will be conducted. Evening practices are only for individuals who cannot make morning practice. Evening practices will not be conducted if there is a team event, swim meet, or inclement weather.

Practice times are as follows:

Swimmers ages 8 & Under: 9:45-10:15 am OR 6:00 -6:30 pm

Swimmers ages 9-12: 9:00 -9:45 am OR 6-6:45pm

Swimmers ages 13 & Over: 7:30 am – 9am OR 6-7:15pm

3.2 ATTENDANCE.

- .1 Athletes are expected to attend a minimum of three (3) practices per week.
- .2 Athletes are not permitted to attend both morning and evening practices on the same day.
- .3 The coach is to be notified if an athlete is to miss more than 2 days of practice a week.

3.3 GROUPS. Practice groups are initially determined by age but may be adjusted based on skill level, group size, or athlete's availability per the coach's discretion.

3.4 SWIMSUITS & GEAR.

- .1 **Appropriate Swimsuits** – The following descriptions are appropriate attire to be worn during swim practices. It is recommended that team/meets suits are not worn at practices.
 - A Women's/girl's suits should be one-piece athletic swimsuits. Brands the team recommends suits from are Speedo, Arena, or TYR.
 - B Men's/boy's suits should be jammer or brief style athletic swimsuits. Brands the team recommends suits from are Speedo, Arena, or TYR.
- .2 **Inappropriate Swimsuits** – The following types of suits are not to be worn at practices:
 - A Women's/girl's swimsuits do not include two-piece suits, tie-back suits, suits with excess fabric, swim shirts, or underwear worn under the suit. The attire worn at practice should be designed for competitive swimming; wearing sports bras and/or compression shorts is not permitted.
 - B Men's/boy's swimsuits do not include boardshorts, swim trunks, underwear worn under the suit, or swim shirts. The attire worn at practice should be designed for competitive swimming; wearing compression shorts is not permitted.
- .3 **Goggles & Caps** – Swim caps and goggles must be worn in practice.
 - A Suggested goggles are the Speedo Vanquishers. Swim masks or any other eye covering that also covers the nose. Nose clips are permitted.
 - B Arena or Speedo silicone caps are recommended. Fabric and latex caps are permitted but not recommended.
- .4 **Other Equipment**
 - A Kickboards and pool buoys will be provided by the Fallston Club for use.
 - B Athletes practicing for longer than one hour are required to bring water to practice.

3.5 ONE-ON-ONE INSTRUCTION.

- .1 **Private Lessons** – Any families may request private lessons for additional training or direct instruction.
 - A The assistant coaches may provide private lessons at their discretion. Assistant coaches may set their rates of compensation as they see fit.
 - B The head coach will not be overseeing or conducting any private lessons during the summer swim season. Please contact the assistant coaches directly for more information.

ARTICLE 4 MEETS

4.1 SCHEDULE. The Fallston Fins schedule will be posted to the Fallston Fins website as soon as it is published by the HSL.

.1 Meet Types

- A Intrasquad Meets – One team is split into two teams and swims against themselves. This meet will appear as the Black vs. Orange Meet on our team schedule. It is highly recommended that new families attend this meet to learn how swim meets work.
- B In-Division Meets – Two teams swim against each other. They are scored and count for the teams' records.
- C Out-of-Division Meets – Two or three teams swim against each other. This meet is not scored and does not count against any competing team's records. While the meet is not scored swimmers' individual times will be recorded.
- D Championship Meets – There will be at least one championship meet at the end of each season. There will be at least 4 teams but could include all the teams in the league. Championship meets may have limitations on the number of entries or the number of swimmers allowed to compete.

.2 **Rescheduling** – Participating families will be notified that a full or partial meet reschedule is taking place due to inclement weather or pool malfunctions. Families will be asked to declare if they can or cannot attend the rescheduled date. If all competing teams agree swimmers who could not originally attend the initial date but can attend the reschedule may be entered in the meet.

4.2 ATTENDANCE.

.1 **Requirement** – Athletes are required to attend a minimum of 3 meets per season.

- A It is strongly recommended that swimmers attend in-division meets over out-of-division meets.
- B Athletes are strongly recommended to attend the championship meet(s).
- C The HSL requires a minimum number of swim meets to attend the championship meet(s) at the end of the season. If the Fallston Fins hold an intrasquad meet, it will not count toward the requirement.

.2 **Time of Arrival** – Families are asked to arrive 15 minutes before the start of warmups.

.3 **Warmup Times** – Unless otherwise noted, warmup times are as follows:

- A Home, Saturday morning meets: 7 am
- B Home, Wednesday night meets: 5 pm
- C Away, Saturday morning meets: 7:30 am
- D Away, Wednesday night meets: 5:30 pm

.4 **Meet Start Times** – Unless otherwise noted, Wednesday night meets will start at 6 pm and Saturday morning meets will start at 8 am.

- .5 **Departure** – Each athlete is welcome and encouraged to stay until the end of the meet to support their teammates, but it is not required.
- .6 **Scratches, Early Departure, & Late Arrival** – Coaches must be notified via email if any of the following occurs:
 - A The athlete registered for a meet but can no longer attend, therefore scratching from the meet.
 - B The athlete must leave the meet early and cannot stay for later events and/or relays.
 - C The athlete must arrive at the meet late and cannot arrive in time for earlier events.

4.3 ENTRIES.

- .1 **Event Selection** – Families may pick their swimmer's preferred events. The events may be changed at the coach's discretion.
- .2 **Maximum Entries** – Swimmers may be entered in a maximum of 3 individual events and a maximum of 2 relay events but are limited to a maximum of 4 total events.
- .3 **Event/Heat/Lane** – This is how swimmers are organized into their events.
 - A The event is the swimmers in one age group swimming a particular race. This could be 25-meter freestyle or 100-meter IM depending on what the swimmers are entered in. The events compile the times from each heat to determine the winner.
 - B The heat is the group of swimmers swimming at one time. Each swimmer that is on the blocks at the beginning of a race is in one heat.
 - C Each swimmer is assigned their own lane in each heat.

4.4 THEMES. Each Meet will have a theme that will be sent out with the meet schedule. There will be a handful of prizes given out at the end of each meet for the best-dressed swimmers. The swimmers must be present at the end of the meet to receive the prizes.

4.5 RIBBONS. Place ribbons will be award to 1st through 6th place. Best time ribbons will be awarded to all swimmers if a new personal best time was swam at a meet. Ribbons will only be given to swimmers ages 12 & younger unless asked for by an older swimmer.

4.6 SWIMSUITS & GEAR.

- .1 **Appropriate & Inappropriate Swimsuits** – See Article 3, Section 3.4.1 and 3.4.2.
 - A Team suits are available for purchase from the team store but are not required. If a swimmer decides not to purchase the team suit a plain black competition suit may be worn instead.
- .2 **Caps & Goggles** – See Article 3, Section 3.4.3.
 - A Team caps are required to be worn at meets. They are available for purchase at the team store before the season starts. Team caps from other teams, clubs, or events are not permitted to be worn at meets.
 - B Goggles are required to be worn at meets.

4.7 SEATING & OTHER FACILITY USE.

- .1 **Approved Seating & Facility Use**– Seating at swim meets is allowed in the following designated areas:
 - A Intrasquad Meets – Fallston Fins families may sit around the entire meet pool.
 - B Home Dual/Tri Meets – Fallston Fins families may sit on the shed and concessions side of the pool and wrap around in the tree line behind the blocks if space permits.
 - C Away/Championship Meets – Fallston Fins families may sit in designated team areas determined by the host team.
- .2 **Unapproved Seating & Facility Use** – Unless otherwise designated, families should not use or be seated around the other pools and facilities at the Fallston Club including but not limited to the front pool, baby pool, intermediate pool, playground, volleyball court, tennis courts, pond, and basketball court. Swimmers and families must stay located around the back pool during swim meets.

4.8 CLERK OF COURSE & MISSING EVENTS. All swimmers must go through clerk of course to be lined up for their events. It is the parents' or guardians' responsibility to ensure that the swimmer makes it to their events. In the case that a swimmer misses their event, please notify a Fallston Fins coach as soon as possible. There may be a chance the swimmer can be entered in a later heat.

4.9 DISQUALIFICATIONS (DQ). Parents and Athletes must direct all questions regarding disqualifications to a Fallston Fins coach, not the Officials. It is easier for the head coach to answer any questions about disqualifications during the meet rather than after the meet.

4.10 SCORING.

- .1 **Dual & Tri Meets**
 - A Individual Events – First place scores 5 points, second place scores 3 points, and third place scores 1 point. No team may score for more than two places, if a team takes first, second, and third place, 1 point will be awarded to the fastest finisher on an opposing team.
 - B Relay Events – Points are awarded the same as individual events, but values are doubled. First place scores 10 points, second place scored 6 points, and third place scores 2 points.
 - C Ties – If two swimmers tie, the point values from their place and the place below will be added together and divided equally among the two swimmers. If three swimmers tie, the point values from their place and the two places below will be added together and divided equally among the three swimmers.
- .2 **Championship Meets** – Scoring will be complex. Please ask the coach for an explanation of the scoring at the meet.

4.11 ALCOHOL POLICY. Alcoholic beverages are not permitted at any Fallston Fins or Harford Swim League sanctioned event.

4.12 PHOTOGRAPHY POLICY. The use of cameras, phones, and other video or photo/video taking devices is prohibited behind the starting blocks, in the bathrooms, and in designated changing areas.

ARTICLE 5 TEAM EVENTS

5.1 ICE CREAM SOCIAL. This is a fun beginning of the season get-together and end-of-school-year celebration for the swimmers to play get to know each other and the coaches. Families must RSVP to this event, so we buy enough ice cream.

- .1 **Ice Cream** – The ice cream will be provided by the team.
- .2 **Toppings** – Each family is expected to bring a topping for the ice cream. Please do not bring any toppings that have any types of nuts in them. We will have to turn away these toppings due to potential contamination for individuals with allergies.
- .3 **Prizes** – There will be a prize for the most creative toping and the toping that shows the most team spirit.

5.2 WATERPOLO & PIZZA NIGHT. This is a fun game night that is held about halfway through the season. There will be other games for younger swimmers who may not be able to participate in water polo. Families must RSVP to this event, so we buy enough pizza for everyone.

- .1 **Pizza** – The pizza will be provided by the team.
- .2 **Sides & Desserts** – Attending families are expected to bring a side or dessert to share with the team. Please do not bring any sides or desserts that have any types of nuts in them. We will have to turn away these dishes due to potential contamination for individuals with allergies.

5.3 BANQUET. This is a fun celebration of all our team's and swimmers' accomplishments throughout the season. Families must RSVP to this event. There may be a small charge per person depending on catering.

- .1 **Awards** – The following awards will be awarded at the banquet.
 - A **High Point of the Team** – The total points each swimmer has received throughout the season will be added together and the boy and girl on the team with the most points will receive this award. All dual meets (except the intrasquad meet) will be included when calculating the total points.
 - B **High Point of the Age Group** – The total points each swimmer has received throughout the season will be added together and the boy and girl in each age group with the most points will receive this award. The High Point of the Team recipients will be removed from their respective age groups and the High Point of the Age Group award will go to the next highest scoring swimmer in that age group.
 - C **Most Improved** – The boy and girl in each age group that dropped the most time from the first dual meet to the last dual meet (not including the intrasquad meet).

- D Golden Fin – This award is given to a boy and girl in each age group. The swimmer must show love for swimming, a positive attitude, and commitment to the team.
- E Coaches Award – One swimmer on the team that has a positive attitude, goes above and beyond at practices and meets, has a true love for swimming and the Fallston Fins.
- F McCormick Award – One swimmer who exemplifies a commitment to swimming and is a good role model by swimming for the Fallston Fins and a year-round team.
- G Loeffler Award – A parent volunteer who has gone above and beyond to serve the team with their time and efforts throughout the season.

ARTICLE 6 VOLUNTEERS

6.1 REQUIREMENTS. Families must volunteer a minimum of two volunteer slots per child. A volunteer slot is equivalent to one-half of a swim meet. If a family has more than four children on the Fallston Fins the family is only required to fulfill eight volunteer slots. Families who do not meet the volunteer requirements may be billed \$50 per volunteer slot. Families may be asked to volunteer more slots than their requirements per the needs of the team. Volunteers must check-in with the volunteer coordinator at the beginning of the meet to ensure credit is given for the volunteer slot. Volunteers who do not show a volunteer spot will not be given credit for the volunteer slot.

6.2 POSITIONS. Current volunteer positions, a description of that position, and are listed below:

- .1 **Meet Positions** – Positions may change based on the location and time of the meet.
 - A Timer – Volunteers will take and record the swimmers' times. This volunteer spot only spans half of the meet, either from the start of the meet until the end of breaststroke or from the start of backstroke to the end of the meet.
 - B Results Coordinator – Volunteers will run the computer table, entering times and disqualifications, scoring the meet, and printing results and labels. This volunteer position spans the duration of the entire meet.
 - C Officials – Volunteers must complete an official's certification class before the start of the season. Duties and responsibilities will be overseen by the official coordinator.
 - D Runner – Volunteers will collect the timer sheets from the timers and deliver them to the computer table and post results at the designated areas.
 - E Event Card Flipper – Volunteers will oversee flipping the card that announces what event is swimming in the pool. This volunteer position spans the duration of the entire meet.
 - F Clerk of Course – Volunteers will organize swimmers in their events, heats, and lanes to ensure swimmers make it to their events. This volunteer spot only spans

half of the meet, either from the start of the meet until the end of breaststroke or from the start of backstroke to the end of the meet.

- G Announcer – Volunteers will make various announcements throughout the meet including but not limited to events being lined up at clerk of course, rules and regulations reminders, advertising concessions, and the playing of the Star-Spangled Banner. This volunteer position spans the duration of the entire meet.
 - H Concessions Sales – Volunteers will oversee the selling of goods at the concessions stand. Concessions sales volunteers are expected to arrive at the meet 30 minutes before the start of warmups to help set up and organize the concessions stand. This volunteer spot only spans half of the meet, either from an hour and a half before the start of the meet until the end of breaststroke or from the start of backstroke to the end of the meet.
 - I Concessions Grilling – Volunteers must cook the hotdogs, burgers, and/or sausages to a safe level. The head griller must arrive two hours before the meet start to start the grills. This volunteer spot only spans half of the meet, either from two hours before the start of the meet until the end of breaststroke or from the start of backstroke to the end of the meet.
 - J Set-Up Crew – Volunteers will arrive two hours before the start of the meet to help set up concessions and the computer table. This job will be complete 30 minutes before the start of the meet.
 - K Break Down Crew – Volunteers will stay after the meet to help clean up and put away Fallston Fins meet items after the meet ends.
 - L Photographer – Volunteers must own a camera and spend the duration of a meet taking pictures of Fallston Fins families. The images should be uploaded to a Google Drive to be shared on the Fallston Fins Facebook page and/or website.
- .2 **Committee Positions** – Committee positions will meet all needed volunteer requirements.
- A HSL Team Representative – This volunteer will be the liaison to the HSL board. They will attend HSL meetings monthly acting in the Fallston Fins' best interests. They will relay all important information to the head coach and the committee when necessary. They will manage complaints throughout the season and work with the head to resolve problems. They will work with the coaching staff and the rest of the committee to successfully plan and carry the swim season.
 - B Volunteer Coordinator(s) – This volunteer(s) will keep track of volunteer slots for each family and contact families who have not fulfilled their requirements. They will check in all the volunteers at each meet and find replacements for no-shows.
 - C Event Coordinator(s) – This volunteer(s) will organize volunteers on a committee to plan each social event including but not limited to the ice cream social, pizza and polo night, and the team banquet.

- D Concession Coordinator(s) – This volunteer(s) will purchase and organize the goods sold at concessions for home meets. They are responsible for delegating responsibilities during set up and break down. They are responsible for overseeing concession volunteers.
- E Official Coordinator – This volunteer organizes parent volunteers to be certified as officials. They will oversee and organize the officials at meets.
- F Committee At-Large Members – Two individuals who will assist with planning, be involved with the disciplinary committee, and fulfill other duties as assigned. Ideally this position would be filled by new parents to the Fallston Fins who are looking to get involved.

ARTICLE 7

SPORTSMANSHIP AGREEMENT

7.1 HSL SPORTSMANSHIP POLICY. All swimmers and parents must agree to and follow the HSL Sportsmanship Policy to be able to swim in the HSL and be a member of the Fallston Fins Swim Team

7.2 FALLSTON FINS SPORTSMANSHIP AGREEMENT. Each member of the Fallston Fins, swimmers and parents, must follow the statements listed below:

- .1 **I will abide by the rules and play fair**– Each swimmer and parent are expected to know and follow the rules of the Fallston Club, Fallston Fins, and HSL as each are amended. It is the responsibility of the swimmer to learn how to swim according to the rules.
- .2 **I will try to avoid arguments and accept the judgment calls of the meet officials** – Each swimmer and parent are expected to accept calls made by the officials, coaches, and other meet staff without complaining or arguing.
- .3 **I will be a good representation of the Fallston Fins** – Each swimmer and parent must conduct themselves in a way that embodies good sportsmanship. Each swimmer and parent must promote good sportsmanship to teammates.
- .4 **I will give everyone a chance to play by the rules and offer encouragement to teammates** – Each swimmer and parent must be respectful and encouraging to every swimmer on the Fallston Fins and the opposing teams despite ability and speed.
- .5 **I will follow the directions given by the coaches** – Each swimmer and parent are expected to follow the direction of the coaches regardless of personal agendas. If a disagreement arises it is to be civilly discussed with the coach in private.
- .6 **I will end the meet smoothly** – When the meet ends each swimmer and parent must accept the results of the meet. Swimmers and parents must not boast or brag to the other team if the Fallston Fins win and must not complain, pout, or make threats if the Fallston Fins lose.

7.3 PARENT CODE OF ETHICS. All parents of Fallston Fins must follow the Code of Ethics:

.1 As a swim parent,

- A I (we) shall not impose my(our) ambitions on my(our) child.
- B I (we) will be patient, realizing that all swimmers develop at different paces.
- C I (we) shall provide positive support to my(our) child and team no matter what.
- D I (we) shall support my(our) child's responsibility to the team including attending practices, meets, and team functions.
- E I (we) shall encourage good sportsmanship by modeling the same to all swimmers, coaches, and officials.
- F I (we) shall communicate directly with my(our) child's coach with any comments/concerns.
- G I (we) shall support the decisions of the coaches, even if I(we) have a different agenda.
- H I (we) shall not coach my(our) child no matter how difficult it may be.
- I I (we) shall only have positive things to say at a competition.
- J I (we) understand that for an age group swimmer, meets are a chance to both learn and have fun and for the coaches to observe how training should proceed.
- K I (we) shall acknowledge my(our) child's fears.
- L I (we) shall not criticize the officials or volunteers at meets.
- M I (we) shall respect the knowledge and guidance of my(our) child's coach.
- N I (we) shall be loyal and supportive of our team.
- O My (our) child shall have goals besides winning events.
- P I (we) shall not expect my(our) child to become an Olympian.

7.4 UNSPORTSMANLIKE CONDUCT. If unsportsmanlike conduct occurs at any point in the season the following section will highlight the actions taken for several types of behaviors.

.1 Level I – Mild unsportsmanlike conduct may include but is not limited to taunting, teasing, negative/disrespectful actions or wording, or putting people down.

- A The coach or HSL team representative is notified by the affected individual.
- B The coach and/or the HSL team representative determine the extent of the at-fault individual.
- C The coach and/or HSL team representative may take action in the following ways listed below.
 - I. Notify the parent if the individual is a swimmer.
 - II. Ask the at-fault individual to issue a written or verbal apology to the affected individual.
 - III. Issue a verbal or written warning that lists further consequences if the unsportsmanlike behavior(s) continues. If two or more incidents of the same nature occur it becomes a Level II incident.

- .2 **Level II** – Unsportsmanlike conduct may include but is not limited to unwanted physical contact, abusive language, bullying, disrespecting a volunteer as they are performing their task, disrupting a meet, safety incidents, or repeated Level I conduct.
- A The coach or HSL team representative is notified by the affected individual.
 - B The coach and/or the HSL team representative determine the extent of the at-fault individual.
 - C Documentation of the incident must be made by the coach or HSL team representative.
 - D The incident must be attended to immediately within the event occurring or directly following the event.
 - E The coach and/or HSL team representative may take action in the following ways listed below.
 - I. Notify the parent if the individual is a swimmer.
 - II. Ask the at-fault individual to issue a written or verbal apology to the affected individual.
 - III. Issue a written warning that lists further consequences if the unsportsmanlike behavior(s) continues. If the at-fault individual receives a written warning for a Level II violation, they are on probation for the remainder of the season. If two or more incidents of the same nature occur it becomes a Level III incident.
- .3 **Level III** – Severe unsportsmanlike conduct may include but is not limited to fighting, verbal assaults, discrimination, threats, unwanted physical contact that is harmful in nature, interfering with a volunteer trying to perform a task, or repeated Level II conduct.
- A The coach or HSL team representative is notified by the affected individual.
 - B HSL team representative is to perform a documented investigation.
 - C The incident is to be taken care of immediately within the event occurring or before leaving the event site.
 - D Witness statements must be collected by the HSL team representative.
 - E Once the investigation is completed the coach and HSL team representative will determine fault.
 - F If the individual is determined at-fault, they will be removed from the meet site. If deemed necessary, law enforcement will be summoned. The at-fault individual will be suspended for a maximum of one week while the incident is reviewed by the Head Coach and the Fallston Fins Swim Team Committee. The following actions may be taken:
 - I. Asked the at-fault individual to issue a written apology to the affected individuals, the entirety of the Fallston Fins Swim Team, and/or the opposing team(s).
 - II. Notify the Fallston Club Board and they make take further action if they deem necessary.

- III. Require that the at-fault individual fulfill additional volunteer positions.
- IV. Place the at-fault individual in bad standing with the team.
- V. Suspend the at-fault individual from attending any practice, meets, other swim team events for a period of time. If the suspension is not able to be fulfilled by the end of the season it will be continued in the following season.