



Policies & Procedures

GENERAL

- A. Governing Documents-
 - a. Policies & Procedures
 - b. Swim Parent Handbook
 - c. Employee Handbook
- B. Membership and Dues Policy
 - a. METS Membership-Information for membership requirements and dues are outlined in the current METS Registration Handbook available on the website.
 - b. USA Swimming Membership-All athletes, officials, and coaches must be current members of USA Swimming. This membership ensures insurance is provided to the team and its members.
- C. Privacy Policy
 - a. METS shall treat as private and not release, publish, sell, trade, or otherwise distribute in any manner any information collected regarding members of METS except for those items listed herein. The release of other information shall require written authorization of the member or, in the case of a minor athlete, the athlete's parent(s) or legal guardian(s).
 - b. Items which may be released without written authorization: 1) member's name; 2) member's age; 3) club's affiliation; 4) time and place achieved in an event; 5) any award achieved by the member; and 6) contact information for coaches and officials.
- D. Website Privacy-COPPA Policy
 - a. Although metsswim.com is a general audience website, we are committed to full compliance with the Children's Online Privacy Protection Act of 1998 (COPPA) and the USA Swimming Privacy Policy.
 - b. COPPA applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Federal Trade Commission (FTC) is the enforcing authority.
 - c. METS is required to collect member's personal information for USA Swimming registration purposes. This information includes name, date of birth, and address. We will only request the amount of information required for registration.
 - d. Medical information, emergency information, insurance information, etc. provided is for the purpose of the safety of those participating. This information is not shared with any outside parties or companies.
 - e. The only members of METS who have access to this information are the Team Administrator, the Head Coach, and as needed Assistant Coaches.
 - f. METS and USA Swimming strictly limits the use of member's personal information to that information necessary for the conduct of the business of USA Swimming and its clubs.
 - g. METS adheres to COPPA through the following:
 - i. METS limits advertising
 - ii. METS does not track information linked to individuals who visit the website.
 - iii. Admin access to the website is limited by levels to specific roles.

- iv. Limited pictures of minors are posted on the website, with only first names used.
- v. Pictures of minors that are posted are obtained from public events/settings. Otherwise, a signed release from a parent/guardian is obtained.
- vi. METS complies with suggested Federal guidelines to limit identifiable markers in photographs so there are no more than three (3) markers.
- vii. Parents may request that any photograph or any other information be removed from the website.
- viii. Children's information is never shared with third parties (other than USA Swimming).
- h. Third-Party Sites and Sponsors
 - i. Our site contains limited links to other sites whose information practices may be different from ours. Visitors should consult the other sites' privacy notices, which may differ from ours.
- i. Cookies and How We Use Them
 - i. Cookies are used to gather basic tracking information and to monitor the presentation of advertisements and are place on your hard drive by many major websites. METS does not intentionally use cookies on its website; however, the site is powered by Team Unify, which does collect some information as identified in their privacy statement.
- j. Terms of Use
 - i. All "Content" found on METS website, including but not limited to photographs, graphics, editorial content, results, database information and any other text is the sole property of METS or its partners and all rights are reserved. The logos appearing on the site which identify METS and/or its products and services are proprietary marks.
 - ii. The contents of METS website are for your personal informational use only. Commercial usage of any Content or the re-purpose of such Content is strictly prohibited.
- E. Officials Policy
 - a. METS will pay for all costs associated with obtaining and maintaining certifications for officials.
 - b. For each session an official volunteers for home METS meets, METS will cover all meet fees for any of their swimmers competing in that meet.

CERTIFICATION PROCEDURES FOR COACHES AND OFFICIALS

- A. Background Screening Procedures, Athlete Protection Training, and Concussion Protocol Training
 - a. Background checks will be conducted through current mechanism in place with USA Swimming.
 - b. All coaches and officials shall be registered as non-athlete members with USA Swimming and have passed the background check (if over the age of 18) and

complete athlete protection training and concussion training through USA Swimming

- c. Background Checks, athlete protection training, and concussion training must be kept current
- B. Credentials and Certifications for Coaches
 - a. All coaches are required to have their coaching credentials as required by USA Swimming current and available and produce them if requested
 - b. Coaches are required to complete all credentialed requirements prior to expiration and prior to employment.
 - c. Coaches will be reimbursed for the cost of completing courses and requirements necessary for maintaining current credentials.

FINANCIAL PROCEDURES

- A. Member Payments
 - a. All members must register for each season (Short Course and Long Course) and enter a credit or debit card or ACH payment method on their Team Unify account for all payments.
 - b. Members must pay the annual registration fee during registration.
 - c. Members must pay in full for training fees at the time of registration or in equal monthly installments.
 - d. Any past due amounts must be paid in full prior to the start of a new season.
 - e. Swimmers may not register for swim meets or attend practices if their account is past due by two months.
 - f. Swim meet entry fees are invoiced in the month in which entries are due to the host team.
 - g. USA Swimming registration/renewal charges will be invoiced in the month in which registration is submitted to USA Swimming.

MEMBERSHIP POLICIES

- A. Anti-Bullying Procedures
 - a. Bullying of any kind is unacceptable at METS and will not be tolerated. Bullying is counterproductive to team spirit and be devastating to a victim. METS is committed to providing a safe, caring, and friendly environment for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or athlete/mentor.
 - b. Objectives of METS Bullying Policy and Action Plan:
 - i. To make it clear that METS will not tolerate bullying in any form.
 - ii. To define bullying and give all coaches, parents and swimmers a good understanding of what bullying is.

- iii. To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
 - iv. To make how to report bullying clear and understandable.
 - v. To spread the word that METS takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.
- c. 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. Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic, or 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 or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;
 - i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
 - ii. Creating a hostile environment for the other member at any USA Swimming activity;
 - iii. Infringing on the rights of the other member at any USA Swimming activity; or
 - iv. Materially and substantially disrupting the training process of 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).
- d. Reporting Procedures
 - i. An athlete who feels that he or she has been bullied is asked to do one or more of the following things:
 - 1. Talk to your parents;
 - 2. Talk to a METS coach or other designated individual;
 - 3. Write a letter or email to the METS coach or other designated individual;
 - 4. Make a report to the USA Swimming Safe Sport staff.
 - ii. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.
- e. How We Handle Bullying
 - i. If bullying is occurring during team-related activities, we stop bullying on the spot using the following steps:
 - 1. Intervene immediately. It is okay to get another adult to help.
 - 2. Separate the kids involved.
 - 3. Make sure everyone is safe.

4. Meet any immediate medical and mental health needs.
 5. Stay calm. Reassure the kids involved, including bystanders.
 6. Model respectful behavior when you intervene.
- ii. 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 trying to understand what happened
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?
 - iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - iv. Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all the kids involved

Supporting the Kids Involved

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.

- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - iii. 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 harm others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else-issues at home, abuse, stress-is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.

- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behaviors. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult-your parent or coach;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

B. Electronic Communication Policy

- a. METS recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.
- b. General Conduct
 - i. All communications between an Applicable Adult or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of

Conduct regarding Athlete Protection.

- ii. All communications must be open and transparent
 - 1. 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.
 - 2. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- c. Prohibited Electronic Communication
 - 1. 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 like METS and/or LSC's official page.
 - 2. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.
 - 3. As with any communication with an athlete, electronic communication should not contain or relate to any of the following:
 - a. Drugs or alcohol use;
 - b. Sexually oriented conversation; sexually explicit language; sexual activity
 - c. The adult's personal life, social activities, relationships or family issues, or personal problems; and inappropriate or sexually explicit pictures
 - d. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.
- ii. Whether one is an athlete, coach, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, or other athletes?"

- iii. With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.
 - 1. Transparent-All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct but also free of hidden meanings, innuendo and expectations.
 - 2. Accessible-All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
 - 3. Professional-All electronic communication between a coach and athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.
 - iv. If communication meets all three of the T.A.P. criteria, then it is likely the communication with athletes will be appropriate.
 - d. Facebook, Social Media, Blogs, and Similar Sites
 - i. Coaches may have personal Facebook or other social media site pages but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook or other social media. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.
 - ii. METS has an official Facebook page that athletes and their parents can "like/follow" for information and updates on team-related matters.
 - iii. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.
 - e. Twitter/X
 - i. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.
 - f. Texting
 - i. Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.
 - g. Email
 - i. Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent or another coach must also be copied.

- h. Request to Discontinue All Electronic Communications
 - i. 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.
- i. Hours
 - i. Electronic communication must only be sent between the hours of 7am-9pm, unless emergency circumstances exist or during competition travel.
- j. Requests to Discontinue
 - i. Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by METS, LSC, or by an Applicable Adult subject to this policy.
 - ii. 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.

C. Locker Room Policy

- a. Purpose-The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas
- b. Facilities-METS utilizes the Chuck Fruit Aquatic Center which has a changing areas and locker rooms dedicated to our swimmers.
- c. Monitoring
 - i. Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and if they do not return in a timely fashion, we will check on the athlete's whereabouts. We discourage parents from entering locker rooms and changing areas unless it's truly necessary. In those instances, it should only be a same-sex parent and parents should let the coach know about this in advance.
 - ii. If an athlete needs assistance with his or her suit or gear (i.e. a child under the age of 8) or an athlete has a disability that warrants assistance, we ask that parents let the coach know beforehand that he or she will be assisting the athlete.
 - iii. METS has staggered practices with different groups arriving and departing throughout the day. It's therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.
- d. Use of Cell Phones and other Mobile Recording Devices
 - i. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibits the use of such devices in the locker room or other changing area: 305.3 Use of audio or visual

recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

e. Violations of the Locker Room Policy

- i. The coaching staff has the initial responsibility to respond to any member, volunteer, coach or members' family for inappropriate behavior, whether the member is actively or passively involved in the infraction. Disciplinary action will be taken by member(s) of the coaching staff and an additional disciplinary panel, if necessary, in an appropriate manner with regard to:
 1. The nature and severity of the violation
 2. Any prior disciplinary actions with that member
 3. The negative impact to others
 4. The application of the Locker Room Policy
- ii. If a violation has occurred, one or all of the following appropriate and timely penalties will be applied at the discretion of the Coach or Head Coach if necessary:
 1. Verbal warning
 2. Parental notification
 3. Removal from practice, meets, or other activities
 4. Suspension or expulsion

D. Photography Policy

a. Introduction

- i. As part of MET's commitment to Safe Sport and athlete protection, the following policies and best practices apply for our use of photography and video.

b. Policy

- i. The publishing of a photograph of swimmer under the age of 18 in any medium or format should only be done with parental consent via agreement during online METS registration.
- ii. A parent or guardian has the right to refuse that their child(ren) be photographed or recorded.
- iii. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo or video that may be published, be it through a member of the club or official photographer, should receive permission before publishing/displaying the photo/video.
- iv. No photography or video may be taken for any reason in a locker room/restroom.
- v. No photography or video should be taken for any reason from behind the starting blocks, nor of a swimmer exiting the pool. Please keep all cameras and camera devices in the designated spectator seating areas.
- vi. Sharing of individual and group photos on social media should adhere to the following best practices:
 1. Commonly accepted standards of decency should apply to all photos.
 2. Sharing of photos on social media should only be done with the prior consent of the athlete's parents/guardians, to ensure the privacy and

safety of our athletes. If a teammate/parent requests that an image be removed, please extend this courtesy.

3. Athletes utilizing Instagram or other social media to share photos that include teammates should ensure they have pictured teammates' permission to post and should remove the images if requested.
- c. Parents/guardians may, at any time, provide to the team in writing their withdrawal of consent to publication by METS of images or videos of their swimmer(s) in any or all of the following:
 - i. Metsswim.com website
 - ii. METS social media pages

E. Minor Athlete Abuse Prevention Procedures (MAAPP)

- a. This policy applies to:
 - i. In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.
 - ii. Adult Participants: Any adult 18 years of age or older who is a:
 1. USA Swimming member, either athlete or non-athlete;
 2. Participating non-member (i.e. meet marshal, meet computer operators, timers, etc.);
 3. Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (i.e. ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor athletes; and/or
 4. Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.
- b. General Requirement
 - i. USA Swimming Zones, LSCs and member clubs are required to implement this MAAPP Policy in full. The MAAPP Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches, and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.
- c. One-on-One Interactions
 - i. Observable and Interruptible
 1. All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or
 - c. When the Close-In-Age Exception applies.
- ii. Meetings
 - 1. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
 - 2. 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.
 - 3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.
- iii. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers
 - 1. If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
 - a. The door remains unlocked;
 - b. Another adult is present at the facility;
 - c. The other adult is advised that a closed door meeting is occurring through the Minor Athlete's identity does not need to be disclosed.
 - d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
 - e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.
- iv. Individual Training Sessions
 - 1. In-Program one-to-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - a. When a Dual Relationship exists; and/or
 - b. When the Close-in Age Exception applies.
 - 2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to METS, which can be withdrawn at any time.
 - 3. Parents/legal guardians must be allowed to observe the individual

training session.

- d. Social Media and Electronic Communications-please refer to Electronic Communications Policy for more information
- e. Travel
 - i. Local Travel
 - 1. Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
 - 2. 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.
 - 3. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
 - ii. Team Travel
 - 1. Team travel is travel to a competition or other team activity that the organization plans and supervises.
 - 2. METS does not do team travel insofar as each individual family makes their own travel arrangements and supervises their own swimmers. Applicable Adults do not travel with minor athletes.
 - 3. Meetings during swim meets 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.
- f. Locker Rooms and Changing Areas (Please refer to the Locker Room Policy for more information)
 - i. Requirements to Use Locker Room or Changing Areas
 - 1. 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 (i.e. deck changing is prohibited).
 - 2. Use of Recording Devices
 - a. 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.
 - 3. Undress
 - a. 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 Interaction

- a. 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.
- b. 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-Please refer to Locker Room Policy

6. Legal Guardians in Locker Rooms or Changing Areas-Please refer to Locker Room Policy

g. Massages and Rubdowns/Athlete Training Modalities

- i. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (i.e. stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (i.e. stim treatment, dry needling, cupping, etc.).

ii. General Requirement

1. 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.

iii. Additional Minor Athlete Requirements

1. 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 METS.
2. Legal guardians must be allowed to observe the Massage.
3. 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.
4. 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.

F. Resolution Process

- a. Listed below are some procedures for a parent raising some difficult issues with a coach:
 - i. Try to keep foremost in mind that you and the coach have the best interests of your child at heart. If you trust that the coach’s goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
 - ii. Keep in mind that the coach must balance your perspective of what is best

for your child with the needs of the team or a training group that can range in various sizes. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.

- iii. If your child swims for an assistant coach always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the Head Coach join the dialogue.
- iv. If another parent uses you as a sounding board for complaints, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.