



Team Handbook

Updated August, 2023

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Introduction

The purpose of this handbook is to clarify to new accounts/families and returning accounts/families what Austin Swim Club is about, and to outline various policies that affect all swimmers and their families/guardians. It should be read by all families wishing to join ASC so that they may become familiar with important facts and rules of the club.

By Submitting Registration, you are agreeing to all the Policies and Procedures of the ASC Team Handbook.

ASC MISSION STATEMENT

Our mission at Austin Swim Club is to develop our athletes through positive experiences in a safe and healthy environment, where athletes can reach their maximum potential. We are a competitive swim program. We are committed to small group sizes and personal attention to all athletes from our coaches. We develop our swimmers with excellent on deck coaching as well as provide them with an excellent dry land program with a Certified Trainer. Our goal at ASC is to make the process of learning and training more enjoyable and positive. We fully understand that every athlete's development is not the same and it is our goal to give experiences each athlete needs to feel valued and part of the ASC team. We intend to provide a program where athletes are all challenged to reach their maximum potential. We promote each of our ASC athletes to not only make BIG GOALS, but also to reach BIG goals.

ASC VISION STATEMENT

Swimming teaches life skills. The owners, staff and coaches at Austin Swim Club all believe that an athlete can feel valued and swim fast. We are a competitive program, however success at ASC is about having fast be an outcome of the process, not the focus. We intend to continue to achieve that outcome by having an excellent swim program with energetic coaches that focus on swimming technique and fitness. Additionally, we reach our goal through providing our athletes with an excellent dry land training program with a certified trainer, that complements their training in the pool.

AUSTIN SWIM CLUB HISTORY

Austin Swim Club (ASC) is a USA Swimming certified, year-round competitive swim team. Founded in September of 2013, by Kevin and Patti Thompson. We operated our team in a temporary facility from our beginning until December of 2014.

In January 2015, we moved to our brand new, state of the art facility, which boasts a beautiful outdoor 50 Meter Myrtha pool, which is the same pool as the US Olympic Trials pool. Our facility includes a 3,500 square foot, top of the line, indoor training facility, and outdoor training spaces.

Since opening we have attained USA Swimming Bronze Medal, and Silver Medal Club Recognition. In year four and five, we earned USA Swimming Gold Medal Club Recognition.

Why We Built our facility:

We have a passion for providing young athletes with an environment where they each feel safe, individually valued, and challenged. We desired for Austin Swim Club to be a place where every single day our passion is carried out through our coaches and trainers. It is our goal that every athlete who participates in our programs, will look back on the experience, and say they have never felt so important and as integral as part of a team as they did at Austin Swim Club. Despite an athlete's swimming goals, we wanted Austin Swim Club to be a place where they all felt recognized and supported.

We believe in the value of healthy competition, where someone wins and someone loses; HOWEVER, we want every athlete to feel they have won, because of the lessons that can be learned through sport and specifically through the sport of swimming. It is through effort, commitment, and discipline that young athletes will improve at swimming, and those attributes will also allow them to be more successful in life.

Welcome to Austin Swim Club

Kevin and Patti Thompson

Austin Swim Club

ASC Owners

Kevin Thompson; Owner, Non-Athlete USA Swimming Member; Safe Sport Certified

Patti Thompson; Owner, Non-Athlete USA Swimming Member; Safe Sport Certified; contact email - patti@austinswimclub.org

ASC Staff

Megan Hanglitter, Chief Operating Officer; ASC Club Safe Sport Coordinator, Non-Athlete USA Swimming Member; Safe Sport Certified; contact email - megan@austinswimclub.org

ASC Coaches

Our coaches are dedicated to the personal and athletic development of all ASC athletes. We realize you will have questions regarding your swimmer's training and have provided contact information below. If you would like to speak to your child's coach, please email or call them during business hours instead of stopping them on the pool deck. Our office phone number is (512) 276-2324.

- Adrian Damasco: Head Coach; responsible for all swim programs; adrian@austinswimclub.org
- Dax Hill: Director of Skills Development and Community Outreach; dax@austinswimclub.org
- Jonathan Brandt: Associate Head Coach; responsible for all swim programs; jonathan@austinswimclub.org
- Jocelin Damasco: Head Developmental Coach; jocelin@austinswimclub.org
- Rey Garza: Age Group Coach; rey@austinswimclub.org
- Seth Ryherd: Age Group Coach; seth@austinswimclub.org
- Kenny Hutman: Strength & Conditioning Trainer, Certified Trainer; kenneth@austinswimclub.org
- Jorric Pickney: Strength & Conditioning Trainer, Certified Trainer; jorric@austinswimclub.org

How to Join ASC

We would love for you to swim with us! Before registering for Austin Swim Club, any potential swimmer must complete a Placement Trial. Placement Trials last about 10 minutes and will allow your swimmer to be properly placed in our program.

Available tryout times will be posted on the [Registration Page of the ASC Website](#).

If you would like to schedule a tryout during one of the posted times, please email megan@austinswimclub.org. Walk-ins will be welcome, but scheduled tryouts are preferred.

After your swimmer has been assigned to a training group, you can register on the website at austinswimclub.org. This will walk you through the steps to register and set up automatic payment. After registration is complete and your swimmer has been approved in our system, you will receive a confirmation email with your account and log in information.

How to Join USA Swimming

USA Swimming Registration is now available directly through USA Swimming. All new and returning swimmers *must* be registered with USA Swimming before the swimmer's spot is secured at Austin Swim Club.

If you are new to USA Swimming, Click here for the link to USA Swimming Registration. To help address common questions related to the launch of the new SWIMS database and Online Member Registration (OMR), we have some important information related to account creation.

All athletes need to create an account to access the SWIMS database. During account creation, existing members must link to their new USA Swimming ID. To preserve historical registration data, APT status, Background Check status, and account permissions, USA Swimming created a link between a member's old USA Swimming ID and their new USA Swimming ID. By linking to your new USA Swimming ID, historical data and permissions are automatically added to your new account.

Members link to their new USA Swimming ID by entering their new ID number during account creation. Members can request and receive their new USA Swimming ID by following the steps below:

1. During account creation, after selecting "Existing Member", members can request their new USA Swimming ID be emailed to them. This action will send the new USA Swimming ID to the email on file in USA Swimming's old member database. The email currently on file may be different than the email entered/used during account creation – please check all your email addresses, junk folders, etc. The email on file may be missing, incorrect or outdated. If you do not receive the email with your new ID, it is likely that your email address is incorrect in the old database. Users that do not receive their new USA Swimming ID via email should proceed to the second step.

2. If you do not receive the email with your new USA Swimming ID, please reach out to your LSC Admin, Mindy Donfrino, registration@stswim.org. Those individuals have access to the "Member Details" search in SWIMS where they can find and share your new USA Swimming ID. Once you receive your ID from your admin, you can proceed with your account creation.

Note: Earlier in the account creation process, users are emailed a Ping verification code. The Ping verification code is not your new USA Swimming ID. Since the verification code will go to the email used for account creation, not the email stored in the old database, the verification code and the new USA Swimming ID may be emailed to different email addresses.

Transfer Swimmers; New to ASC:

If you are transferring to ASC this season from another USA Swimming Club:

For transfers there are two options.

1. If you are renewing your swimmers USA Swimming membership with ASC, you will need to do nothing but click on your [registration link](#). The transfer will happen automatically when you register them through this link.
2. If the athlete is already registered for the current season and the parent/athlete has an account on the USA swimming website. Then they go to their dashboard, click on the athlete (if a parent account, then click on club transfer.) It is important that they choose the correct club and LSC.

Renewing USA Swimming Membership as a Returning ASC Swimmer:

If you are returning to ASC this season

Make sure you know when your athlete's USA swimming registration expires. If you registered with USA Swimming last year between September and December your membership will not expire until 12/31/2023. If you registered after that, you have 12 months from your registration date until your athlete's USA Swimming membership expires.

Here is the [registration link](#) you will need to renew your athlete's membership when you are ready to do so.

Follow the instructions in this [link](#) to renew your athlete's USA Swimming Membership.

Help with USA Swimming Registration:

Please reach out to Support@usaswimming.org with any questions related to account creation.

For more information regarding SWIMS, please visit the SWIMS Resource Hub link below.

[SWIMS Resources](#)

ASC Registration Fees

\$195 Annual Team Registration Fee *(This fee excludes a USA Swimming fee paid directly to USA Swimming through SWIMS for annual registration.)*

- Paid for any swimmer who joins ASC September-April 30
- Paid for each returning swimmer to ASC every year in August

Cost includes but is not limited to - ASC Registration T-shirt, Austin Swim Club car decal, and an ASC swim cap. There are no discounts on the Annual Fee.

\$95 ASC Team Registration Fee (If joining in May - July)

- Paid for new swimmers to ASC if joining in May - July only.

This fee is the processing fee for registering swimmers to attach to ASC during the months of May, June & July.

Waitlist Policy

Waitlists will be processed as spots become available in training groups which are full.

Lists will be based on the athlete's tryout date, in a first come, first serve fashion.

When a spot becomes available, the swimmer's family will be notified via phone and email. The family will have 48 hours to respond and register their athlete online, including paying the required fees, or their space will be relinquished to next in line.

Training Groups

We place our swimmers in the group we feel will have the greatest benefit and the most positive impact on each athlete. For this reason, we do not allow swimmers to join other group practices. We understand practices will be missed due to other activities, busy schedules, and vacations, but please respect our best efforts to maintain the integrity of each group. Proper placement in a training group and moving from one training group to another is always at the discretion of the Head Coach.

****Please note:** Bronze and Silver groups are our developmental groups for swimmers primarily ages 6-10. Our goal is to categorize them by age, attendance, and ability. If your child is new to competitive swimming, they may be placed in a younger group until their skills match their peers. Lessons can be scheduled to accelerate the learning curve of a new swimmer. Once they turn 11 years old, they will be considered for one of the Gold groups.

BRONZE: The bronze group consists of swimmers, primarily ages 6-10 who can complete 25 yards unassisted in all four strokes. During practices, they will complete several 25-yard lengths with adequate rest and/or use of fins and learn correct technique through instruction and drill repetition. The goal of the bronze group is to understand the proper stroke technique in each of the four competitive swimming strokes. Swimmers will also learn competitive swimming starts, turns, and group swim etiquette. The emphasis of this group is to learn and have fun. Kids will enjoy swimming as it becomes more manageable, and they can swim longer with greater ease.

SILVER: The Silver group is for swimmers, primarily ages 9-11. They can swim all four strokes legally for 50-100 yards, can demonstrate legal turns and starts, and have the goal of reaching "B," "BB," and "A" time standards. The purpose of Silver is technique improvement, using the pace clock during practice, completing more challenging swim sets to gain endurance, and gaining race experience. We expect swimmers to compete in swim meets. Kids will progress to the next level when their technique and fitness improve. Swimmers will be taught the importance of detail in swimming without losing the balance between strenuous efforts and fun.

GOLD: The Gold group is made primarily of ages 10-12, working to achieve the "BB," "A," or TAGS time standards. The goal of Gold is to work hard while cultivating your swimmer's love of swimming. The emphasis in practice is on proper technique, especially when the workout gets hard, and teaching swimmers to race at a high technical level. We believe if swimmers understand the sport, comprehend why the proper technique is essential, and learn how to execute race strategies, it will help them in the short term and endure the length of their swimming career.

JUNIOR PREP: The goal of Junior Prep is primarily for ages 11-14 swimmers to work hard while cultivating a love of competitive swimming. The emphasis in practice is on proper technique, especially when the workout becomes challenging, teaching swimmers to compete at a high technical level. If swimmers understand the sport, why the appropriate technique is helpful, and how to race, it will help them both in the short term and endure the length of their competitive swimming career.

JUNIOR: The Junior group is primarily ages 13-14, who have 13 - 14 age group "A" times. This group aims to teach an advanced knowledge of the sport, to help swimmers understand their swimming and appreciate the process as they move forward in their swimming careers. Goals for the Junior group consist of becoming a TAGS finalist and achieving Sectionals cuts.

HIGH SCHOOL SKILLS AND SPEED: This group is for high school-aged swimmers looking to supplement their high school training with practices flexible to after-school extracurriculars.

SENIOR: The Senior group is comprised of swimmers 15 years of age and older. Senior athletes come to practice working hard, continue to cultivate a love for swimming, and enhance their knowledge of the details of proper stroke mechanics. Seniors will teach swimmers the value of competition and self-improvement to achieve 'A' times, excel in high school swimming, and pursue collegiate swimming. The importance of hard work, team unity, and accountability is reinforced daily in Senior.

National Group Girls & National Group Boys

National consists of swimmers who have one or more Texas Senior Circuit sectional events, whose attendance is equal to or greater than 85%, and who can train at least a 1:10 (boys)/1:15 (girls) pace per 100y FR. A National Group swimmer is a model of what a dedicated student-athlete strives to be on their team, LSC, and nationally. Swimmers' goals include achieving junior nationals and national time standards and college swimming.

College Group: ASC holds a Summer and Christmas training group designed to meet the specific needs of athletes currently competing for a college/university. This group practices independently with a specific practice and competition schedule. Collegiate swimmers interested in this training opportunity, please email Megan Hanglitter, megan@austinswimclub.org.

Dry land Training: our goal is to improve physical performance and the well-being of all individuals. We **believe** that every individual can become the best version of themselves through **dedication, attitude, and respect**. We design our training programs to promote injury prevention and improve athletic performance by applying research-based knowledge, tailoring to their specific groups' needs, working around injuries, and creating positive relationships. We create an environment where everyone feels welcomed, valued, motivated and safe.

Team Equipment and Apparel

- To promote a team atmosphere, we encourage all swimmers to wear the ASC swim cap at practice and at all meets. All swimmers receive one swim cap (choice of latex or silicone) during registration (August through April). *Personalized* ASC swim caps with swimmer's name and our club logo can be ordered through our partners at [TYR](#).
- Swim gear, swimsuits, warmups, and parkas can be purchased through our equipment provider, [TYR](#).
- All swimmers are encouraged to bring water bottles for proper hydration in our outdoor facility and have a mesh equipment bag to hold their gear.
- We recommend that all swimmers wear sunscreen for our outdoor pool facilities.

Competition Apparel

To promote a team atmosphere, Swimmers are expected to wear the assigned Austin Swim Club t-shirt for each session of all swim meets. Coaches will assign the order of shirts at each meet.

All Austin Swim Club swimmers are required to wear the ASC swim cap during meets attended by Austin Swim Club. Swim caps can be purchased through our partners at [TYR](#).

Personalized caps with swimmer's name and our club logo can be ordered through our partners at [TYR](#).

We are now a TYR Affiliated Swim Club

Austin Swim Club is a TYR sponsored team. Therefore, when at swim meets, we ask all ASC athletes to compete in TYR Suits. If you choose not to compete in a TYR suit, please cover the label/logo on the suit. At non championship meets, we greatly prefer that all ASC swimmers wear the ASC team TYR suit as we want to present ourselves as a TEAM. Team suits can be purchased on the online team store [TYR](#).

Monthly Fees

Austin Swim Club's yearly registration runs from September 1 through August 31.

Austin Swim Club training fees are billed monthly. The amount of the monthly fees that an athlete will be charged is based on the training group that the athlete is placed into by the Austin Swim Club coaching staff.

If a swimmer moves to a different practice group, they will begin paying the new group monthly rate from the first day of the first full month that the athlete moves into the new group through the remainder of the swim year.

For athletes that are current members of Austin Swim Club or athletes that join Austin Swim Club prior to September 1, the first monthly payment is due at the beginning of the swim year on September 1. If the athlete joins Austin Swim Club after September 1, the first monthly payment is due on the date that the athlete joins Austin Swim Club. **Athletes must pay for the entire month of the month that they join Austin Swim Club from the 1st day of the month through the 15th day of the month. Half of the monthly dues will be charged for swimmers after the 16th of the month through the last day of the month, without regard to the number of days in the initial month that the athlete trains with Austin Swim Club. Monthly Rates will not be prorated other than stated above for any reason.** All regular monthly payments are due on the first of the month and will be charged to the account's credit card.

All accounts must have an active credit card on file, with Austin Swim Club while the account member/s are training at Austin Swim Club.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

ASC Groups and Monthly Fees

- Bronze - Tier 1: Three 1-hour weekly swim sessions - \$163 per month
- Silver - Tier 2: Five 1-hour weekly swim sessions - \$205 per month
- Gold - Tier 3: Six 90-minute weekly swim sessions and Two 30-minute dry land sessions led by certified strength and conditioning trainer - \$268 per month
- Junior Prep - Tier 4: Six 75-minute weekly swim sessions and Two 30-minute dry land sessions led by certified strength and conditioning trainer - \$256 per month
- Junior - Tier 5: Five 90-minute weekly swim sessions and One 120-minute Saturday practice, Two 30-minute dry land sessions led by certified strength and conditioning trainer - \$325 per month
- High School Skills & Speed - Tier 6: Three weekly swim sessions between September – March. Four weekly swim sessions between April and August - \$200 per month
- Senior - Tier 7: Five 90-minute weekly swim sessions and One 120-minute Saturday practice, Two 30-minute dry land sessions led by certified strength and conditioning trainer - \$325 per month
- National Girls & National Boys - Tier 8: Eight 105 - 120 minutes weekly swim sessions and Three 45-minute dry land sessions, led by certified strength and conditioning trainer - \$410 per month

College Swimmer Fees

College swimmers wishing to train with ASC over the holidays and in the summer, please email Megan Hangliter, megan@austinswimclub.org to inquire. Account must be set up through AASA Mind & Body.

\$330 Summer for 9 practices a week and up to 3 dry lands

\$270 Nine (9) practices a week, **no dry land**

\$220 for 6 practices or less a week, **no dry land**

\$100 USA Swimming Registration Fee (if not current)

\$85 Christmas Break/Summer Break; one week

\$140 Christmas Break; two weeks

\$85 to train over Spring Break.

Must be a current registered member of USA Swimming in order to compete in USA Swimming Meets

Unattached Swimmer Fees

Any swimmer who wishes to train with Austin Swim Club must have approval. Please email Megan Hangliter at megan@austinswimclub.org to inquire.

Price per month for each month the unattached swimmer trains with Austin Swim Club is dependent on which group the swimmer trains with. We do not prorate the monthly fee.

Must be a current registered member of USA Swimming

Family Discount

First two (2) swimmers from a family pay the full monthly fee. The third and fourth swimmers from a single family will receive 10% off their monthly fee, and all swimmers over 4 swimmers from an individual family will receive 15% off their monthly fees. The family must pay the full monthly rate for the two swimmers that are in the highest training group, and discounts will apply from most expensive swimmer to least expensive swimmer.

Additional Charges

Late Fees for non-current accounts will be automatically billed \$10 once an account is 2 weeks past due plus any credit card company charges for monthly fees which are not accepted by the credit card company.

Additionally, late payments subject your swimmer to removal from practice and eventually relinquishing your swimmer's spot to a swimmer on the wait list.

Late Pick Up Fee of \$25.00 if a swimmer is picked up 15 minutes late, after the end of the last scheduled practice. \$50.00 will be charged to the account if a swimmer is picked up half an hour late, after the end of the last scheduled practice. \$75 will be charged to the account if the swimmer is picked up an hour or more after the end of the last scheduled practice. The ASC Staff Member's clock is the standard time in such cases. Please call the facility if you are delayed so that your child can be assured you have contacted the office and will pick them up shortly. Please pick up your swimmer promptly after their designated practice as we do not have anyone monitoring your child after their practice is complete for the day. *Additionally, please do not bring your swimmer to practice more than 15 minutes early. There are many activities going on at Austin Aquatics and Sports Academy, and we do not have the staff to monitor or the space to enable unaccompanied swimmers.

Unfulfilled Volunteer Hours of \$15 per hour for 10 service hours minimum required for each account. Each account will be required to serve a minimum of 10 service hours from August – July at Austin Swim Club run events. At the end of July, unfulfilled service hours will be billed at a rate of \$15 per hour.

Private Lessons

The focus of group practice sessions is to build endurance, power, and speed onto proper swimming technique. Technique is reviewed as it pertains to each training set during a practice session. Often, we will pull aside swimmers who may need additional remarks to complete a drill or set correctly, but we quickly get them back into the training sets. As the season progresses, swimmers' benefit from private lessons for various reasons:

- Some swimmers have a hard time retaining instruction within a group setting due to distractions such as training goals or a busier environment.
- Younger swimmers may need reassurance swimming in a large pool for the first time. Getting used to their surroundings on a 1:1 basis may be helpful for a few sessions before joining a group.
- Individual attention allows coaches to provide uninterrupted attention and fine tune the smallest details.
- Individuals new to year-round swimming may benefit from accelerated learning to join a group with same-aged peers.
- Video analysis provides a swimmer with instant feedback and new insight on how to improve their strokes.

Please contact megan@austinswimclub.org to schedule a private lesson. You also can schedule with your group coach specifically if you are an active ASC member. To cancel your lesson, you must contact the office and/or coach assigned within 24 hours of your appointment. Private lessons are not meant to replace regular weekly workouts or create additional pool time. Lessons are meant to highlight and improve details not met in regular practice sessions. We will allow private lessons at a frequency of every other week for our ASC members with changes to this policy at the athlete's coach's discretion only.

Private Lessons Options and Pricing:

- Single 30-minute sessions
 - \$75 for non-ASC swimmers
 - \$60 for active ASC members

- Single 30-minute sessions with 2 swimmers simultaneously
 - \$60 for non-ASC swimmers per each individual swimmer
 - \$50 for active ASC members per each individual swimmer

- Package for 30-minute sessions (Only valid for 4 months) All 4 sessions **must** be used within 4-month period from date of purchase.
 - \$240 for 4, 30-minute sessions for non-ASC swimmers
 - \$200 for 4, 30-minute sessions for active ASC members

ASC Withdrawal Policy

Swimmers and their families must notify Austin Swim Club via the official Withdrawal Form on the [ASC Website](#), no later than the 15th of the month prior to the month the swimmer wishes to withdraw. For example, if your child will not be swimming in January, you would need to submit a withdrawal form no later than December 15. Your last billing date will be December 1st, and your last practice date would be December 31st. There are NO EXCEPTIONS.

The account will be billed for the entire next monthly period if the withdrawal form is not received on or before the 15th day of the final month the swimmer wishes to participate.

The Austin Swim Club Withdrawal Form is the **only** method by which a swimmer can withdraw. Emailing or telling a coach or any other ASC employee **DOES NOT** meet inactivation requirements. If your swimmer is withdrawing for medical reasons, please provide documentation via email and indicate medical reasoning on the form.

The Withdrawal Form can be found on the website under the Austin Swim Club header or here: [ASC Withdrawal Form](#)

All accounts must deactivate with a \$0.00 balance. If the account is not active, the place on the team is relinquished and the swimmer must re-activate the account by notifying Patti Thompson at patti@austinswimclub.org for approval of reactivation. The number of athletes in each swim group is limited, and space in the athlete's group may no longer be available when the swimmer returns.

All accounts will be billed upon withdrawal if there is a remaining balance on the required service hours.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

ASC Reactivation Policy

To re-activate a suspended swimmer account within the same season, the account must have a current Team Registration Fee paid. Must be a current, registered swimmer with USA Swimming. Also, any balance due that was not paid when a swimmer deactivated their account must be paid in full to re-activate the account.

To re-activate, there must be capacity in the swimmer's training group. The number of athletes in each swim group is limited, and space in the athlete's group may no longer be available when the swimmer returns.

To re-activate a suspended account, please email patti@austinswimclub.org.

By submitting, Registration you agree to the above Policy of the ASC Team Handbook

Volunteer Policy

Volunteer Program at ASC. All accounts are required to volunteer 10 hours per year. Your volunteer time allows us to host efficiently run meets at ASC. This program allows members to share the volunteer effort equally to ensure the quality of opportunities Austin Swim Club provides.

- Each family will be required to serve a minimum of 10 service hours from August – July at Austin Swim Club run events.
- At the end of July, unfulfilled service hours will be billed at a rate of \$15 per hour.
- Refunds will not be made after the Unfulfilled Volunteer Hours have been charged. It is the responsibility of each account to know what volunteer hours have been credited to their account.

To sign up, simply go to [ASC Website](#) and you will see a JOB SIGN UP link listed next to any event on our website (ex. swim meet, community project, team function, etc.) Hours will be tracked through our Team Unify system, however, it is REQUIRED you SIGN IN and OUT for your shift at each event. The sign in sheets is used as verification of hours worked.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Competition Philosophy

Austin Swim Club's Competition Philosophy: Vital to the sport of swimming are swim meets and competition. At Austin Swim Club, we stress the following fundamentals of competition:

1. ASC Coaches challenge swimmers to take complete ownership of their swimming. This allows swimmers to take responsibility for their actions both in training and racing. Over time, this leads to an improved demonstration of **accountability**, both in and out of the pool.
2. We expect swimmers to not only engage in meets as a competitor, but to also encourage their teammates. By cheering during races, we maintain the **positive team atmosphere** that ASC is known for and proud of.
3. Our coaching staff encourages swimmers to compete in every competition for which they are eligible. This promotes versatility and builds experience, which are both critical components of the **process of swimming**.
4. In the same way we take great pride in and care for our own facility, Austin Swim Club will always leave our team area in better shape than when we arrived. Picking up trash, cleaning up belongings of our own and our teammates, and taking care of our personal space are all demonstrations of **mindfulness and responsibility** that ASC swimmers exemplify at each competition.
5. We pride ourselves on being exemplary people before we are fast swimmers. This means Austin Swim Club athletes, parents, and coaches will all show the utmost **respect** for the officials, competitors, and facilities we use.

Competition Schedule

The competition schedule is available on our website, austinswimclub.org, under the “Swim Meets” section. Different training groups compete in different competitions, so meet schedules will vary. Coaches will send emails regarding meet information, but if you have any questions as to which meets your child should attend, do not hesitate to email your swimmer’s coach.

Entering Swim Meets

Swimmers should commit to swim meets before the meet entry deadline, through their Team Unify account on the [ASC Website](#). Please choose the events your swimmer would like to swim. However, your swimmer’s coach always has the final approval of meet entries. To enter your swimmer in a meet, complete the following steps:

1. Go to www.austinswimclub.org and click on the Swim Meets tab or “Edit Commitment” next to the desired swim meet.
2. Once the meet has been chosen, click on the Attend/Decline button on the upper right part of the page.
3. Click on the name of the swimmer you wish to commit to the event, and the sign-up page will appear.
4. Commit the athlete by using the Signup Record and selecting “Yes, Please. (Swimmer’s Name) will attend this event.”
5. Choose desired events for your swimmer.
6. **REMEMBER** to click on Save Changes!

Continued

Once the entry deadline has passed, there are NO refunds on home or away meet entries, and you will NOT be able to commit your swimmer. Declaring for a meet will end at midnight the day of the deadline. There will be additional fees for entering your swimmer via email after missing a deadline.

All meet fees will be billed through Team Unify. Accounts will be billed for the **entries** for your swimmer, and not from the **results** of the meet. ASC must pay the meet entry fees to the host meet or hold spots in events for home meets once the entries have been submitted. If a swimmer does not swim an event that he/she was entered in, we do not get reimbursed for that change.

Additional meet fees include:

- **Home Meets:** Entry fees, Athlete Surcharge fee
- **In Town Meets:** Entry fees, Athlete Surcharge fee charged by host meet, \$15 ASC Admin fee
- **Travel/Out of Town Meets:** Entry fees, Athlete Surcharge fee charged by host meet, minimum of \$45 ASC Admin fee
- **Travel Meets Requiring Air Travel:** expenses for meets involving air travel for coaches or extended hotel stays, will be divided amongst participants, and will **most likely** exceed \$45 per swimmer.

Swim Meet Procedures

1. Arrive at the pool 15-20 minutes prior to the scheduled warm up time to locate the Austin Swim Club team area and your swimmer's coach.
2. Warmups will always be led by an Austin Swim Club coach, and it is especially important for all swimmers to warm up as a team.

Continued

3. All Austin Swim Club swimmers are required to wear the team cap during both warmups and actual competition. Swimmers should also wear the designated team t-shirt. All other team apparel is optional but encouraged to promote team unity.
4. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim those events.
5. At the conclusion of each race, swimmers are expected to immediately find their coach to discuss their race. According to USA Swimming rules, parents are not allowed in the immediate competition venue unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the Austin Swim Club coaching staff. They, in turn will pursue the matter through the proper channels.
6. It is important for swimmers to check with the coaching staff prior to leaving the swim meet, making sure they have not been placed on a relay or scratched into an event.

It is the policy of ASC to not take team travel trips where ASC is responsible for the swimmer. All travel meets will need a parent or guardian traveling and responsible for the ASC swimmer to all meets.

Minor Athlete Abuse Prevention Policy Austin Swim Club

Effective: September 1, 2021

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THIS POLICY APPLIES TO:

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.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention 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.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals, and family friends.

Emergency Circumstances: A serious, unexpected, and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental, or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training, or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team

travel, video review, team- or sport-related team building activities, celebrations, award 4 ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

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 contact occurring at or related to: competition, practices, meetings, 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, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include but are not limited to Massage occurring at or related to: competition, practices, meetings, 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, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sportrelated team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury

rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: Austin Swim Club

EXCEPTIONS [Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete, and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible 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.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

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

II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete 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 although the Minor Athlete's identity does not need to be disclosed,
- d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete, and
- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Austin Swim Club, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

b. The following exceptions apply to Section II(a):

i. In emergency circumstances.

ii. When a Dual Relationship exists; and/or

iii. When the Close-In-Age Exception applies.

c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

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

V. Prohibited Electronic Communication

a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact.

Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” the Organization’s official page.

b. Adult Participants must not send private, instant, or direct messages to a Minor Athlete through social media platforms.

c. The following exceptions apply to Section V:

i. When a Dual Relationship exists; and/or

ii. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING

I. Transportation

a. During In-Program Travel, observable and interruptible environments must be maintained.

b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:

i. In emergency circumstances.

ii. When a Dual Relationship exists.

iii. When the Close-In-Age Exception applies; and/or

iv. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.

c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.

b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.

- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all InProgram Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

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

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except

- a. In emergency circumstances.
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

IV. Use of Recording Devices

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

V. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin, or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin, or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

VI. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.

b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

VII. Monitoring

The Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive.
- b. Posting staff directly outside the locker room or changing area during periods of use.
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms. Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable 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.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. [Recommended] 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.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Action Plan of Austin Swim Club to Address Bullying

PURPOSE: Bullying of any kind is unacceptable at Austin Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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, board member or athlete/mentor.

Objectives of the Austin Swim Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents, and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Austin 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. Source:

www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

www.usaswimming.org/protect The USA Swimming Code of Conduct defines bullying in 304.3.7.

Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property.
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
- iii. creating a hostile environment for the other member at any USA Swimming activity.
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts, and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents
- Talk to a Club Coach, COO, or other designated individual
- Write a letter or email to the Club Coach, Board Member, or other designated individual
- Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services
www.usaswimming.org/protect

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. Do not 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 bullying or cyber bullying. Collect all available information.

2. Then, we determine if it is bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - 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 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 has 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: Source:
www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services
www.usaswimming.org/protect
 - 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.
- 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:
 - i. Sometimes children bully to fit in or just to make fun of someone 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 need 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 for others in your community.
- iii. Clean up, repair, or pay for any property they damaged. e. Avoid strategies that do not work or have negative consequences:

- iv. Zero tolerance or “three strikes, you’re out” strategies do not work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- v. Conflict resolution and peer mediation do not 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. Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Safe Sport Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.

8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.

9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

Updated: July 1st 2022

ASC Locker Rooms and Changing Area Policy

- Deck changing is prohibited.
- Use of any audio or visual recording device, including cell phones, is prohibited in the locker rooms.
- Except for athletes on the same team, or athletes attending the same competition, at no time are non-related adults permitted to be alone with a minor athlete in a locker room/changing area, except under emergency situations.
- As a USA Swimming Club, Austin Swim Club has the right to monitor use of locker rooms and changing areas regularly and randomly to ensure compliance with policies.
- Austin Swim Club Staff will sweep the locker rooms before and after every practice.
- Legal guardians are discouraged from entering locker rooms and changing areas. If guardian does enter locker room or changing areas, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

Action Steps for Violation of Policy

1. Swimmer and/or parent should notify the swimmer's coach of the incident.
2. Swimmer's coach will address the situation with involved parties and notify the Head Coach and Club President
3. Depending on the incident and what was found through investigation of the incident, disciplinary action will occur
4. The Coach, Head Coach, and Club President will meet with involved parties
5. If the incident is sexual misconduct, parents must report the incident via this [link](#).

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

MEDIA RELEASE POLICY

As part of the Austin Swim Club communication process, the team maintains a web site and a social media account and periodically prints newsletters and statistics or provides information to news organizations. This form documents how you want your swimmer's information handled. Please read below. By submitting Registration, you agree to this policy. If you disagree, please print and email to Patti Thompson at patti@austinswimclub.org

1. I hereby authorize the use of still photographs taken at swim meets or other swim team functions. I recognize these photos may be posted on the team website, Facebook, or other social media outlet or used by news media in covering swimming events.
2. I understand that no personal demographic information will be posted on the team web site in conjunction with these photos.
3. I hereby grant permission to post swimming-related statistics and information on the team website, the team newsletter and/or to provide this information to the news media.
4. I understand that neither my swimmer nor I will receive payment or other compensation for the use of such photos or statistics.
5. I understand that information listed on the LSC or USA Swimming web site regarding my child is not posted by the club.
6. I authorize Austin Swim Club, the LSC, and USA Swimming to use our contact information in a club roster.
7. I hereby release Austin Swim Club, the LSC or USA Swimming from all liability in connection with the above said uses and purposes.

If you refuse this agreement, please contact Patti Thompson at patti@austinswimclub.org.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Photography Policy

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed. While we do not foresee this ever being a problem at ASC, please review the procedures below.

1. The publishing of a photograph of 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 parents’ consent per the attached form.
2. A parent or guardian has a right to refuse to have their children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular:
 - No cameras (including cell phone cameras) or other recording devices are allowed behind the blocks at any time.
 - No Cameras (including cell phone cameras) or other recording devices are allowed to be taken in locker-rooms and/or bathrooms.

www.usaswimming.org/protect

- 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.

Photography Consent Form - Austin Swim Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed. As the parent/caregiver of my swimmer at Austin Swim Club, I allow the following

- Take photographs to use on the club's secure website
- Take photographs to include with newspaper article
- Take photographs to use on club notice boards
- Video for training purposes only

If you refuse this agreement, please email your Consent refused to megan@austinswimclub.org

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Athlete Code of Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By submitting Registration, all accounts agree to the following statements:

- I will always respect and show courtesy to my teammates and coaches.
- 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.

Failure to comply with the Code of Conduct will result in:

1. Probation with guidelines set forth to remain a member of Austin Swim Club. Meeting the criteria outline in the probation will need to be followed to remain on the team
2. Temporary or Permanent Suspension from the Team.

By Submitting Registration, you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Parent/Guardian 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 always set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy 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 my swimmer's coach; 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.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Coaches Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.

- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.
- Communicate professionally and appropriately with athletes and parents.
- Adhere to USA Swimming and Austin Swim Club's MAAP policies.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's owner.



Austin Swim Club Consent Form for a Licensed Massage Therapist or other Certified Professional or Health Care Provider to Treat a Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, (massage therapist or other certified professional) to provide a massage, rubdown and/or athletic training modality on _____ (minor athlete) on _____ (date) at _____ (location). The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____ (minor athlete) and _____ (massage therapist or other certified professional) in the room.

I acknowledge that I have the right to observe the massage, rubdown or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ Date: _____



Austin Swim Club Consent Form for a Mental Health Care Professional or Health Care Provider to Have One-On-One Interaction with a Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, a mental health care professional and/or health care provider, to have a one-on-one interaction with _____ (minor athlete) in conjunction with participation in the sport of swimming on _____ (date) from _____ am/pm to _____ am/pm.

I acknowledge that this one-on-one interaction may be a closed-door meeting, provided that the door remains unlocked; another adult is present at the facility; and the other adult at the facility is advised that a closed-door meeting is occurring. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ **Date:** _____



Austin Swim Club does not take sponsored team travel trips. We are not responsible for athletes while traveling to a meet. However, this form should be completed by parent/guardian when minor is traveling and staying with another adult at an out-of-town meet.

Austin Swim Club Consent Form for an Unrelated Adult Athlete to Share the Same Hotel, Sleeping Arrangement or Overnight Lodging Location with Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, (minor athlete), to stay in the same hotel room of, or share a sleeping arrangement or other overnight lodging location with _____ (unrelated adult athlete) at _____ (location of hotel room or other overnight lodging location) from _____ to _____ (dates of applicable rooming arrangement).

I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ Date: _____



**Austin Swim Club Consent Form for an Unrelated Applicable Adult to
Provide Local Transportation to Minor Athlete**

I, _____, legal guardian of _____, a minor athlete, give
express written permission, and grant an exception to the Minor Athlete
Abuse Prevention Policy for _____, an unrelated Applicable Adult to
provide local vehicle transportation to _____ (Minor Athlete)
to _____ (Destination) on _____ (Date or Dates)
at _____ (approximate time).

I further acknowledge that this written permission is valid only for the
transportation on the specified date and to the specified location.

Legal Guardian Signature: _____ **Date:** _____



Austin Swim Club Consent Form for an Unrelated Applicable Adult to Travel to Competition Alone with Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, (Minor athlete), to travel with _____ (Applicable Adult), to travel from _____ (point of origin) to _____ (destination) to attend the _____ (name of competition) from ____ to ____ (dates of travel to competition).

I acknowledge that _____ (minor athlete) cannot share a hotel room, sleeping arrangement or other overnight lodging location with _____ (Applicable Adult) at any time. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ **Date:** _____

Failure to comply with the Austin Swim Club Policies noted in this handbook will result in:

1. Probation with guidelines set forth to remain a member of Austin Swim Club. Meeting the criteria outline in the probation will need to be followed to remain on the team.
2. Temporary or Permanent Suspension from the Team.

If you are aware of any violations to Austin Swim Club policies noted in this handbook, please contact megan@austinswimclub.org.

By submitting Registration, you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Grievance Procedure

The **Austin 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: 833-5US-SAFE (587-7233) 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 or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- **Local Law Enforcement** Contact; Austin Police Department at **512-974-5000** or **911** for an emergency.
- **Texas State Agency** Contact; Texas Abuse Hotline at **1-800-252-5400**. If you can't use the Texas Abuse Hotline you can: Report online at <https://www.txabusehotline.org/>

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

- These issues are handled at the club level following the procedures outlined 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 Austin 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 Austin Swim Club Board of Directors 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 Austin Swim Club Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Austin Swim Club Chief Operating Officer, Megan Thompson at megan@austinswimclub.org

- 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 Chief Operating Officer of this violation. This complaint should be made in person or in writing. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Chief Operating Officer; Head Coach, Adrian Damasco at adrian@austinswimclub.org, and COO, Megan Thompson at megan@austinswimclub.org.

- Should a parent or swimmer feel another Austin 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 and Chief Operating Officer of this violation in person or in writing. This complaint will be reviewed and discussed by the owners.

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 water time.

HOW GRIEVANCES WILL BE HANDLED

The Owners have the authority to impose penalties for infractions of the Austin 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. Consequences are at the sole discretion of the coaches and/or Austin Swim Club Owners 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 on the Austin Swim Club grievance procedure form.
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