

**Florida Gold Coast Swimming
2022 House of Delegates
Coral Springs Aquatic Complex
October 22, 2022
1pm-4pm**

Chair Jennifer Gibson called the meeting to order at 1:36pm

I. Roll Call

Roll Call was handled during the check-in procedure from 1:00pm-1:30pm (by Dick Cavanah as participants entered the room)

II. Opening remarks: Chair Jennifer Gibson

Mission Statement: To promote growth and development of a diverse swimming community through education, innovation, and a commitment to excellence.

Vision Statement: To create a healthy community in South Florida which cultivates safety, fitness, and competitive excellence through swimming.

III. Review & Approval of Minutes

A. Minutes of House of Delegates 2021

Motion: To approve minutes from House of Delegates 2021. Steve Goldman
Second Bruno Darzi **Passed.** No Opposed

IV. Unfinished Business

A. None

V. New Business

1. Dick Cavanah-

Motion: To eliminate the nominations from the Governance Committee for the At-Large members. Steve Goldman. **Second** Lori Bosco. **Passed.** No Opposed.

2. Bruno Darzi-

Motion To add Technical Planning Committee to the FGC Bylaws. Steve Goldman.
Second Rafael Lima. **Passed.** No Opposed.

(Technical Planning Committee description attached)

3. Organizing a swim night with the NHL-January 27, 2023—watch the Florida Panthers play LA Kings. Open to everyone club in LSC. Great opportunity to promote our sport. Stay tune for more information.

VI. Resolutions and Orders

A. None

VII. Election of Officers-

A. Richard Cavanah, Governance Committee Chair

1. Secretary: Lori Bosco

Motion: To close nominations: Liz Kershaw. **Second** Steve Goldman.

Passed. *No Opposed.*

2. Treasure: Dick Cavanah

Motion: To close nominations: Christy Wathen. **Second** Kathleen Prindle

Passed. *No Opposed.*

3. Officials Rep: Steve Goldman

Motion: To close nominations: Lori Bosco. **Second.** Kathleen Prindle

Passed. *No Opposed.*

4. Finance Vice-Chair: Dave Gibson

Motion: To close nominations: Steve Goldman. **Second** Kathleen Prindle

Passed. *No Opposed.*

5. DEI Chair: Jack Davies

Motion: To Close nominations: Steve Goldman. **Second** Kathleen Prindle

Passed. *No Opposed.*

6. Three (3) At-Large Members:

Motion: To Close nominations: Steve Goldman. **Second** Kathleen Prindle

Passed. *No Opposed.*

Motion: To accept those running unopposed for office that we accept by acclimation proclamation. Steve Goldman. **Second** Kathleen Prindle.

Passed. *No Opposed.*

A. Results from Election.

- | | |
|-------------------------------|---|
| 1. Secretary: | Lori Bosco |
| 2. Registration/Treasure | Bruno Darzi |
| 3. Official Chair: | Steve Goldman |
| 4. DEI Chair: | Jack Davies |
| 5. Three (3) At-Large Members | Raphael Lima |
| | Rodrigo Mendes |
| | Allan Golding |
| | 1 st Alternate: Gordon Andrews |

Motion: To appoint to Soaring Eagle Scholarship Committee Chair-Kathleen Prindle. Steve Goldman. **Second.** Lori Bosco. **Passed.** *No Opposed.*
Kathleen Prindle appointed Co chair—Josiah Morales.

Motion: To destroy ballots. Bruno **Second** Steve Goldman. **Passed.** *No Opposed.*
VIII. Report of Officers

A. General Chair: Jennifer Gibson

1. Thank you to Dick Cavanah and Christi for your help.
2. New logo-done by USA swimming.
3. Required to have 33 and 1/3 athlete participation for meetings, committees and anything FGC does.
4. Thank you to Terry Johnson-Southern Zone (conducted parent meeting at swimposium), and Bob Staab-with USA Swimming as coach and worked with leadership work and now works with LSC's.(conducted coach meeting at swimposium)
5. Board retreat in November

B. Admin Vice Chair: Bruno Darzi

Coach mentorship program-changed program instead of sending coaches to another LSC, this year, brought in Todd Desorbo to speak to our coaches. The idea is to continue this program annually. Updating policies and procedures.

C. Senior Vice Chair: Chris Anderson-3rd year as Senior Chair. Over the past year, focused on Sectional Meet and getting together with FL Swimming. Looking at ways to enhance Senior swimming. Working on changing some of the format for Senior Championships.

D. Age Group Vice Chair: Liz Kershaw

1. JO's name change to FGC AGE Group Champs.
2. See attached time standards.
3. See attached relay time standards.
4. Work with athlete committee with art for t shirts and social media.

E. Coaches: Christi Wathen

See attached checklist for 2023 Coach membership. Sends emails to all registered coaches to keep everyone updated.

F. Treasurer/Registration Chair: Richard Cavanah

1. See attached Treasure report.
2. See attached Registration report.
3. See attached proposed budget for 2023.

Motion: To approve the 2023 budget. Bruno Darzi **Second.** Kathy Fish **Passed.**
No Opposed.

G. Secretary: Lori Bosco
Minutes and work on Swimposium.

H. Officials: Steven Goldman

1. Looking for one more athlete on the officials committee.
2. OTS-Official Tracking System-went down end of August and just came up first week of Oct. Understand activities which make the officials move up such as clinics—should begin again in February.
3. Doing meets and all officials are busy.

I. Finance: Kathleen Prindle

See attached budget report. Review budget presented. Have money in reserve.

J. D.E.I Chair: no chair

No report.

K. Operational Risk/Safe Sport: Mike Averett

Safe sport chair—raise awareness about safe sport withing the LSC. Post items on the web. 6th overall in the country. Any bullying or abuse issues send to Mike Averett. Try to raise numbers and awareness.

L. Meets: Allan Golding

No report.

M. Athletes: Camile Schechter

Make Instagram for FGC. Need two athlete representatives from each team.

VIV. Closing/Adjournment

Motion: To adjourn. Dick Cavanah. Second. Kathleen Prindle. Passed. No Opposed.

Meeting adjourned 3:01pm.

TECHNICAL PLANNING COMMITTEE

CHAIR – The Chair shall be the Admin Vice Chair.

MEMBERS -

Admin Vice Chair, Committee Chair and Moderator

Senior Chair

Age Group Chair

Athlete Members (33.3% of committee's votes)

Non-Board and nonathlete Members (33.3% of committee votes) *

*Appointed by the General Chair with the advice and consent of the Board of Directors.

DUTIES –

1. The Technical Planning Committee (TPC) is responsible for developing the comprehensive schedule of dates for the proposed meet schedule.
2. The Technical Planning Committee (TPC) is responsible for developing a long-term calendar.
3. The Technical Planning Committee (TPC) is responsible for making sure the FGC Policy and Procedures and FGC Rules and Regulations are up-to-date.
4. The Technical Planning Committee (TPC) is responsible for developing the LSC Championships meets

Technical Planning Committee:

The Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by Florida Gold Coast Swimming, the continuing review and development of the Florida Gold Coast Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of the programs of Florida Gold Coast Swimming. The Technical Planning Committee shall work with the appropriate committees to establish the Florida Gold Coast Swimming meet schedule, championship time standards and championship meet information.

Technical Committee Chair:

The sitting Admin Vice Chair will chair the Technical Planning Committee. The Technical Planning Chairman is involved in reviewing all bids either for regular season or end of season meets.

Florida Gold Coast Swimming



Policies and Procedures Manual

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Florida Gold Coast Swimming Policies and Procedures

- 1.1 **Introduction:** Florida Gold Coast Swimming is the Local Swimming Committee (LSC) which governs USA Swimming's teams and competitive swimming events in our designated geographic area. There are a total of 59 semi-autonomous LSC's in USA Swimming. Florida Gold Coast Swimming, Inc. may be referred to as Florida Gold Coast, Gold Coast, FGC Swimming, FGC, or the official two letter abbreviation FG. There are three internal documents which govern Florida Gold Coast Swimming:
- a. By-Laws – The Florida Gold Coast By-laws are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the Florida Gold Coast House of Delegates.
 - b. The Florida Gold Coast Policies and Procedures Manual is a document which seeks to define the day-to-day operation and governance of the LSC. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.fgcswim.org>, and emailed to each team.
 - c. The Florida Gold Coast Standing Rules are specific rules and procedures that govern the conduct of FGC competitive swim meets. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.fgcswim.org>, and emailed to each team.
- 1.2 **Mission Statement:** Florida Gold Coast Swimming promotes the growth and development of a diverse swimming community through education, innovation, and by supporting a safe environment and a commitment to excellence.
- 1.3 **Vision Statement:** To create an environment which develops excellence and life fitness through competitive swimming in the Florida Gold Coast.
- 1.4 **Contact Information:** Florida Gold Coast Swimming, Inc. is a not-for-profit Florida Corporation. Direct all correspondence to:

Florida Gold Coast Swimming
951 U. S. Highway 1
North Palm Beach, Florida 33408

Phone: 561-691-3426, Email: fgcoffice@fgcswim.org
Website: <https://www.teamunify.com/team/szfgslsc/page/home>

The following email groups have been established for the use of our members. The Registration Chair will notify the webmaster as team contacts change.

General Chair – genchair@fgcswim.org
Admin. Vice Chair – adminchair@fgcswim.org

Senior Vice Chair – srchair@fgcswim.org
Age Group Chair – agchair@fgcswim.org
Coaches' Rep – coachrep@fgcswim.org
Registration Chair – fgcoffice@fgcswim.org
Officials' Rep – officials@fgcswim.org
Secretary – lori.bosco@cfk.edu
Treasurer – fgcoffice@fgcswim.org
Finance Vice Chair – scholarship@fgcswim.org
DEI Chair –
Operational Risk/ Safe Sport Chair – safesport@fgcswim.org
At-Large – lightningswimming@gmail.com
At-Large – jvassallo@pompanopiranhas.com
At-Large – fgcmeetsanction@fgcswim.org
Senior Athlete Representative - martinezangelo859@gmail.com
Junior Athlete Representative - schechtercamille@gmail.com
Athlete Representative -
Athlete Representative -
Athlete Representative -
Athlete Representative -
Athlete Representative - ariswims1@icloud.com

- 1.5 **Conflict of Interest Policy:** Florida Gold Coast Swimming Inc., requires that all members of the Board of Directors as well as all non-Board members to serve as Chairs of any standing Committee to sign the FLORIDA GOLD COAST SWIMMING, INC. CONFLICT OF INTEREST POLICY. The Registration Chair will retain the signed conflict of interest policy for three years after the term of office expires. The conflict-of-interest policy may be downloaded from the FGC Website under “Forms & Documents”.

Those who choose to serve Florida Gold Coast Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Florida Gold Coast Swimming must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest. While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Florida Gold Coast Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of

conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Florida Gold Coast Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. Florida Gold Coast Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Florida Gold Coast Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Florida Gold Coast Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Florida Gold Coast Swimming.
5. Expenses incurred in the furtherance of Florida Gold Coast Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Florida Gold Coast Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

1.6 **Board of Directors Meetings:** Florida Gold Coast Swimming is governed by a Board of Directors.

1. **Scheduling** – Meetings of the Florida Gold Coast Board of Directors are held in accordance with the Florida Gold Coast By-laws. All USA Swimming members in good standing are welcome to attend all open sessions of Board meetings.
 - a. Regular meetings of the Florida Gold Coast Board of Directors will normally occur quarterly.
 - b. A schedule of the following year's regular meetings will be presented at the annual House of Delegates meeting.

1.7 **House of Delegates:** The Florida Gold Coast Swimming House of Delegates meets once every year during the 4th Quarter or as required by special notice. The voting members of the House of Delegates is delineated in the Florida Gold Coast By-Laws. Each team is entitled to vote based on registered athlete count.

1.8 **Registration and Membership – Individuals:** All membership forms may be downloaded from the FGC Website under “Forms”. Florida Gold Coast Swimming requires the following individuals to become members of USA Swimming:

1. **Athlete** – Annual, Flex, Outreach or Open Water single event.
 - a. NOTE: Any athlete who is a member of a Foreign Federation must complete the “Notification of Membership in USA Swimming” form. The form can be found on the FGC Website.

2. **Non-Athlete**
 - a. Coaches and Assistant Coaches – required regardless of whether on a full time, part time, or volunteer basis.
 - b. Officials.
 - c. Club Registrar and Managers.
 - d. Club Board of Directors.
 - e. Club Chaperones – or anyone serving in that capacity.
 - f. Any person with an ownership interest in a member club.

- 1.9 **Membership Fees:** The membership fees for the current year are posted on the FGC Website under “Forms & Documents”.

- 1.10 **Membership – Clubs:** Each club in FGC must be a club member of USA Swimming. This is a requirement whether the club actually competes in meets or not.
 1. **Club Renewal** - Existing FGC Clubs must complete the Club Application Form on an annual basis. Particular attention should be taken to ensure all contact information is complete and correct and any addition or change to training facilities are noted. The Club Application form is available for download from the FGC Website under “Forms & Documents”.

 2. **New Club Application** – Individuals or organizations that wish to form and register a new club should contact the FG Swimming office at fgcoffice@fgcswim.org The Florida Gold Coast Registration Chair will provide an introduction to the LSC website which provides links to the “Club Application Form” (FG Website under “Forms & Documents”).

Prospective new clubs are also directed to the USA Swimming website by a [link](#) (FG Website under Teams – Team Resources). Look for the link on the USA Swimming Website – Starting a club. The LSC stands to assist the new club through the application process.

- 1.11 **Becoming a Coach in Florida Gold Coast Swimming:** To become a registered USA Swimming coach member, the coach must complete requirements in safety, education, background screening and an Athlete Protection Training course. The complete list of all requirements in full detail is available at the USA Swimming website. This list may also be seen in full detail at [Document/Forms](#) on the FGC web site – www.fgcswim.org.

- 1.12 **Classes of Competition and Time Standards** – Florida Gold Coast Swimming provides competitive swimming opportunities for a variety of levels of athletes. The competition “Classes” are defined as follows:
 1. **Age Group Swimming** – Meets in this category fall under the purview of the Florida Gold Coast

Age Group Chairman. Competitors are grouped by age – i.e., 11-12, 14& under, etc.

- a. Time Standards – The Age Group Chairman shall establish time standards for the FGC Age Group Championships and BB Championships. Time standards will be reviewed on a bi-annual basis. If time standards are changed, they are valid for two years.
 - b. BB and Slower Championship – Swimmers in this category have not yet achieved the qualifying time for the FGC Age Group Championship level meets.
 - c. Invitational – The invitation to compete may be based on a team’s geographic region, athlete’s achievement of a particular time standard, or other similar criteria.
 - d. BB Championship – FGC Swimmers who do not meet the entry qualifying standard for the FGC Age Group Championships may compete in the BB Championships.
 - e. FGC Age Group Championship – Swimmers in the category must have achieved the time standards as specified in the meet announcement.
2. **Senior Swimming** – Meets in this category fall under the purview of the Senior Swimming Chairman. Competitors in these meets are not grouped by age. The focus of Senior competition is to prepare swimmers for Regional, National and International Competition.
- a. Invitational –The invitation to compete may be based on a team’s geographic region, athlete’s achievement of a particular time standard, or other similar criteria.
 - b. Senior Championship – Swimmers in this category must have achieved the time standard set forth in the meet announcement.
 - c. BB and slower Championships – FGC Swimmers who do not meet the entry qualifying standard for the Senior Championships may compete in the BB Championship.

1.13 Florida Gold Coast Select Teams - Athletes

1. Florida Gold Coast may sponsor select teams that compete in out of LSC competition. Selection criteria for these meets will be established annually by the Age Group or Senior Chairman for said meets.
 - a. **FG vs. FL All-Star Meet – 10&U, 11-12, 13-14 dual meet between Florida Gold Coast Swimming and Florida Swimming**
 - b. **Southern Zone Championship** – All-star team fielded by each LSC in the Southern Zone for team competition, in both Open Water and Pool.

1.14 Florida Select Teams – Coaches, Chaperones, Team Managers:

1. Florida Gold Coast may sponsor select teams that compete in out of LSC competition. Applications to coach these teams will be solicited from coaches from the LSC. The FGC Age Group Chair with support of the Board of Directors, will designate the Head Coach for Zones, All-Star and Open Water. Each head coach will work in conjunction with Age Group Chair, Senior Group Chair and Open Water Chair to develop a plan for the current year’s Select Teams competition.
 - a. Remaining select team assistant coaches will be chosen by the Head Coach and the Age Group or Senior Chair (depending on the level of competition).
2. Florida Gold Coast shall solicit volunteers to serve as official Chaperones and Team Managers for the competition.

- a. All volunteer Chaperones and Team Managers must be members of USA Swimming and are subject to all non-athlete membership requirements.
 - b. The Head Coach and the Age Group or Senior Chair will select all chaperones and team managers.
3. All participants (athletes, coaches, chaperones, officials) in Florida Gold Coast Select Team trips must complete the following documents which will be retained by the Select Team Head Coach. Print format documents may be downloaded from the FGC Website under “Forms”.
- a. FGC Swimming Travel Policy
 - b. FGC Code of Conduct/Honor Code
 - c. FGC Liability Release and Indemnification Form
 - d. FGC Medical Form

1.15 **Florida Gold Coast Swimming Travel Policy:**

1. The Florida Gold Coast travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC team. A Minor Athlete’s parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time. (USA Swimming Rule - 305.5.D)
2. Adult Participants, including Team Managers and Chaperones, who travel with USA Swimming must be USA Swimming non-athlete members that have successfully passed a USA Swimming-administered criminal background check and completed the online Athlete Protection Training. (USA Swimming Rule - 305.5.B)
3. An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete. (USA Swimming Rule - 305.5.A)
4. 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.
5. 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.
6. When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. 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. (USA Swimming Rule - 305.5C)
7. 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
8. 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.
 9. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. 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.
 10. 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.
 11. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete) unless under adult supervision using two-deep leadership as provided for in this document. Example – Team meetings, watching movies between sessions.
 12. A copy of the Florida Gold Coast Swimming Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
 13. Each athlete will be required to provide a signed Liability Release and/or Indemnification Form prior to travel.
 14. Each athlete will be required to provide a signed Medical Consent or Authorization to Treat Form prior to travel.
 15. Curfews shall be established by the team or LSC staff each day of the trip.
 16. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
 17. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of the MAAPP 2.0 Policy (e.g., any such meeting must be observable and interruptible).
 18. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

19. The directions & decisions of coaches/chaperones are final.
20. Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
21. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
22. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate LSC leadership and the parent or legal guardian of any affected minor athlete.

1.16 Florida Gold Coast Swimming Code of Conduct/Honor Code:

1. All team staff (USA Swimming members; non-members; Adult participants - MAAPP 2.0), team members, and parents of minors are apprised in writing of this Code of Conduct and the USA Swimming Code of Conduct (Article 4 - 2022 USA Swimming Rulebook). A signature on this document constitutes unconditional agreement to comply with the stipulations of BOTH documents.
2. Team members will display proper respect and sportsmanship toward Team Staff, coaches, officials, administrators, teammates, fellow competitors and the public at all times.
3. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team/LSC or be detrimental to its performance objectives.
4. The possession or use of alcohol or tobacco products by any Team Member is prohibited.
5. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. Team Members and Staff are to refrain from inappropriate physical contact at team activities and events.
7. Team Members and Staff are to refrain from use of inappropriate language.
8. No “deck” changes are permitted. Athletes are expected to use available change facilities.
9. Team Members and Staff are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves AND Florida Gold Coast Swimming. Athlete and Staff behavior must positively reflect the high standards of FGC.
10. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - a. Dismissal from the trip and immediate return home at the athlete’s expense
 - b. Disqualification from one or more events, or all events of competition
 - c. Disqualification from future team travel meets
 - d. Financial penalties
 - e. Dismissal from the team
 - f. Proceedings for a LSC or USA Swimming Board of Review

- 1.17 **Swimmers with Disabilities:** Florida Gold Coast Swimming encourages swimmers with disabilities to participate in all of its competitions including its championship meets. The athlete, the athlete's coach or the athlete's assistant must contact the host club Meet Director to advise of any specific accommodations are required. If special seeding accommodations are requested, the Meet Director will contact the Meet Referee who will provide guidance regarding seeding the athlete.
- 1.18 **Conduct of Swim Meets:** All sanctioned Florida Gold Coast swim meets must be conducted under USA Swimming Rules and Regulations, Florida Gold Coast Rules and Regulations.
- 1.19 **Meet Scheduling:** The Florida Gold Coast meet schedule will be planned based on the calendar year. The Technical Planning Committee (TPC) is responsible for developing the comprehensive schedule of dates for the proposed meet schedule.
1. The TPC will present the proposed meet schedule of dates to the Board of Directors for approval no later than October 1st of each year for the following year's meets.
 2. The recommended schedule including meet hosts will be considered for approval by the FG Board of Directors at a 4th Quarter meeting.
 3. Hosts awarded meets for the following year must arrange for payment for Sanctioning Fees to the Registration Chair by the House of Delegates meeting.
 4. Requested additions or changes to the meet schedule, after the meet bid deadline, must be sent to the Technical Planning Chair and endorsed by the Age Group Chair and Senior Chair.
- 1.20 Meet bid process: Early opening bid date will run from July 15th to August 15th at a cost of \$100 sanction fee per meet. The Meet Schedule will be emailed to the coaches on July 17th (tentatively). From August 16th through September 15th, late meet bids will be offered to teams at a cost of \$125 sanction fee per meet. Late meet bids will have to be approved by the Technical Planning Chair, Age Group Chair and Senior Chair by a simple majority. All meet requests received after September 15th will have to be approved by the Technical Planning Chair, Age Group Chair and Senior Chair unanimously in order to be approved at a cost of \$250 sanction fee per meet. Meet bids must be submitted electronically by clicking on 20XX Swim Meet Application. The latest FGC meet announcement template and meet host information and worksheet can be found online at the FGC website (www.fgcswim.org) under LSC info ("Forms & Documents").
- 1.21 **Sanctions, Meet Observation and Meet Approvals:** Any member club or organization that is hosting an event that is not sanctioned by Florida Gold Coast Swimming or USA Swimming must clearly state such on meet announcement.
1. Only with the FGC Board of Directors' approval shall an Organization be issued a meet sanction.
 2. New or existing teams must be active and in continuous operation for 180 days or more, before a meet sanction is approved and issued. Any variation from this procedure must have the FGC Board of Directors approval sixty days prior to the meet competition.
 3. Any Team or Organization, without infrastructure, wanting to host a swimming meet, must co-host this event with another FGC Team in good standing. Also, they must provide a minimum deposit of \$10,000 or 50% of projected entry fee surcharge due FGC, whichever is

greater, on or before 60 days prior to the meet competition. Any variation from this procedure must have the FGC Board of Directors approval sixty days prior to the meet competition.

Swimmers' performances will be recognized for record keeping and time standard achievement purposes provided the times achieved are achieved at USA Swimming Sanctioned, Observed or Approved Meets.

1. **Sanctioned Meets:**

- a. All hosts awarded meets must run those meets in accordance with USA Swimming Rules, Florida Gold Coast Swimming Policies and Procedures and Florida Gold Coast Rules and Regulations and this document.
- b. The Meet Host worksheet – must be used to ensure compliance with all requirements. The Meet Host worksheet is available for download on the FGC Website under “Forms”.

2. **Observed Meets:**

- a. There are no requirements for USA Swimming athlete membership to meet participation.
- b. Meet is conducted under technical rules other than USA Swimming (e.g., NFHS, NCAA, USMS, IPC).
- c. A request for observation must be made to the LSC at least ten (10) days prior to the meet.
- d. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Times of USA Swimming members are eligible for inclusion in the SWIMS database.
- e. The Meet Observation Request – Form A or Form B must be submitted to Florida Gold Coast Swimming. The Form A and Form B are available for download on the FGC Website under “[Forms & Documents](#)”.

3. **Meet Approval:** YMCA Meets are typically “Approved”. Other organizations requesting “Approval” of a meet must make a request to the FG Board of Directors for “Approval” through the Technical Planning Committee.

- a. There are no requirements for USA Swimming athlete membership for meet participation.
- b. Meets must be conducted under USA Swimming technical rules, including time resolution.
- c. All times achieved may be recognized by USA Swimming; times of USA Swimming members are eligible for inclusion in the SWIMS database.
- d. The Meet Approval Request Form must be submitted to Florida Gold Coast Swimming. The Meet Approval Request form may be downloaded from the FG Website under “[Forms & Documents](#)”.

1.22 **Retention of Meet Supporting Documentation Policy:** Meet hosts are required to retain the following meet related documentation for a period of one year from the conclusion of the meet:

1. Referee and Starter Master heat sheets.
2. Timing System printed output.
3. Lane Timer Sheets.
4. Relay Cards.

5. Positive Check-in / Scratch sheets.
6. Electronic meet management system backup.

This information must be readily available (48 hours' notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.

1.23 **Florida Gold Coast Records** – Florida Gold Coast Swimming maintains records using the USA Swimming LSC Portal – <http://www.usaswimming.org/fg.lsc> . Florida Gold Coast Swimming recognizes records in LCM (50m), SCY (25y), SCM (25m) in the Rule Book list of events for individual and relays in the following categories:

1. **LSC Record** – Attained by a swimmer or relay team who was registered in the Florida Gold Coast at the time of the swim in Sanctioned, Observed, Approved, or recognized international competition.
2. **LSC Open Record** – Attained by a swimmer or relay team who was competing within the confines of the geographic boundaries of the LSC in sanctioned, observed, or approved competition.

1.24 **Officiating** – The Official's Committee Chair manages the training, qualifications, and participation using the USA Swimming - Officials Tracking System (OTS). The Official's Chair will hold periodic training clinics to ensure that a sufficient pool of qualified officials is available to run swim meets. Every club has the responsibility to support the volunteer officiating program by recruiting volunteers from their clubs to participate in officiating Florida Gold Coast meets.

1. Initial Certification and Training – Administrative Official:

- a. Attend an Admin Officials clinic conducted by a current Admin. Official.
- b. Complete the Admin. Officials test, with a minimum score of 80%.
- c. Apprentice with another Admin. Official Administrative Referee, or Referee) for a minimum of two (2) sessions, at two different meets.

Also: DVD Officiating Swimming is now available from [USA Swimming](#) (DVDs are not available) or [YouTube](#)

2. Initial Certification and Training – Stroke and Turn Officials:

- a. Attend a stroke and turn officials' clinic. The clinic is based on the USA Swimming DVD "Officiating Swimming", and includes additional instructional content covering governance, types of swim meets, the different positions of officials on the deck, and deck protocol, as well as a question-and-answer session. Clinics are conducted by certified instructors, all of whom are experienced Referees that have received training in conducting stroke and turn clinics. Clinics are offered throughout the LSC on an "as requested" basis, but are held at least once per quarter in each county comprising the LSC.
- b. Complete the stroke and turn officials test, with a minimum score of 80%.
- c. Apprentice on deck for a minimum of 4 sessions. These sessions must cover a minimum of 2 meets, at least one of which must include "Developmental" level swimmers. During each apprentice session, the apprentice will be paired with an experienced stroke and turn official on deck. At the completion of the apprenticeship, signoff must be obtained from the final session mentor, as well as the meet Referee. Attendance at stroke briefings is expected at

each of these sessions.

3. Initial Certification and Training – Starter

- a. Attend an informal Starters’ clinic. These clinics are on an as needed, usually for very small groups, and will be given on an individual basis if requested.
- b. The clinic consists of a review of the Starters’ protocol, demonstration, and practice prior to the first apprentice session.
- c. Apprentice on the pool deck for a minimum of 5 sessions, under the direction of an experienced Starter. These apprentice sessions must be performed over a minimum of 2 meets, with at least 2 experienced Starter mentors.
- d. Complete the Starters test with a score of 80% or better.
Starters must have at least 5 sessions of experience as a certified Stroke and Turn official.

4. Initial Certification and Training – Referee

- a. Attend a Referees’ clinic, conducted by the FGC Officials Chair and other experienced Referees. This clinic addresses running the deck as a Referee, in addition to many administrative aspects of running a swim meet. An extensive question and answer/general discussion session is a part of the clinic.
- b. Be a certified Stroke and Turn official or Starter for a minimum of one year.
- c. Apprentice as a Referee on the pool deck for a minimum of 6 sessions, under the supervision of an experienced Referee. These sessions must take place over a minimum of 2 meets, with a minimum of 2 experienced Referee mentors.
- d. Complete the Referee test, with a minimum score of 80%.

5. Ongoing training:

- a. Officials at all levels are required to take the applicable recertification test at the end of each certification period.
- b. Stroke briefings are conducted at each meet, and all officials are expected to attend these briefings.
- c. The officials chair communicates via email with all officials regarding recent rule changes, and other information disseminated by USA Swimming. These communications are also incorporated in stroke briefings held at meets.
- d. Referees are required to attend an annual recertification meeting.
- e. To maintain certification, officials are required to work at least 4 sessions per year on deck in the deck at the certified position.

1.25 **Travel Assistance - Athletes:** Policy for Financial Aid to FGC Athletes – FGC will financially support eligible member athletes for their expenses incurred while participating in the USA Olympic Team Trials, NCSA and USA Swimming Junior National Championships, the US Paralympic National Championships, the USA Swimming Open Water Championships, the USA Swimming National Championships, the U.S. Open, approved National Development meets and National Select Camp attendees, and any other competition approved by the FG Board of Directors. Receipts are required for reimbursement.

1. General Eligibility Policies – Required forms located on the FGC website under “Forms & Documents”.

- a. Be registered with FGC at the time of the swim and at the time of funds distribution.
- b. Athletes participating in collegiate programs (NCAA, NJCAA, NAIA and others) are not considered eligible during the period September 1 – May 31 of each year.
- c. Athletes participating in collegiate programs may be considered eligible during the period June 1 – August 31 provided they are a member of and training with an FGC member club. Verification of membership and training status may be requested by the BOD or its designee.
- d. Reimbursement is provided for swimmers participating in individual events.
- e. The amount of compensation received from all sources shall at no time exceed their actual expenses as allowed by the USA Swimming Code. Sources include the National swim committee, Phillips 66, member clubs, and business/civic organizations. These sources do not include family contributions.
- f. All compensations received or anticipated must be designated on the FGC financial request form. National Development funds are available to 18 and Under member swimmers. Competitions include Pro Swim Series Meets or equivalent, but not including the Southern Zone Sectional Championships. Individual swimmers are eligible to receive reimbursements from the National Development Fund three (3) per calendar year.
- g. Held continuous FGC Swimming Registration (excluding collegiate participation) for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.
- h. Individual swimmers will be eligible to receive reimbursements from five (5) eligible meets per calendar year.
- i. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.
- j. Financial amounts: During the annual budgeting process, the Board of Directors will determine the reimbursement amount for each eligible meet.
- k. The recipient must comply with the USA Swimming Code of Conduct up to the point of the distribution of funds.

1.26 **Financial Aid to FGC Member Clubs** – FGC will financially support eligible member clubs for their expenses incurred by their coaching staff while coaching at the USA Swimming Junior National Championships, the USA Swimming National Championships. Receipts are required for reimbursement.

1. General Eligibility Policies – Required forms located on the FGC website under “Forms & Documents”.
2. Applying FGC Club must have held continuous USA Swimming Club Registration for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.
3. Each team will be eligible to receive reimbursement from two (2) eligible meets per year.
4. Clubs requesting reimbursements must have a coach(s) attending and have individual swimmer(s) participating in at least one individual event.
5. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.
6. The Club will certify their coaches’ total expenses from the meet.
7. Receipts or copies of receipts must be submitted with request.

1.27 **Policy of Financial Aid to FGC Officials** – FGC will financially support eligible member officials for their expenses incurred while participating in the USA Swimming Olympic Team Trials, USA Swimming National Championships, USA Swimming Junior National Championships, US Paralympic National Championships, and USA Swimming Open Water Championships. Receipts are required for reimbursement.

8. General Eligibility Policies – Required forms located on the FGC website under “Forms & Documents”.
9. Officials must be registered with FGC at the time of the Meet and at the time of funds distribution.
10. Officials must have continuous FGC Swimming Registration for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.
11. All compensations received or anticipated must be designated on the FGC financial request form.
12. Individual officials are eligible to receive reimbursements from the Officials Development Fund for two (2) meets per calendar year.
13. FGC Officials must officiate in at least 50% of the Meets sessions.
14. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.

1.28 **Financial Procedures** - Financial controls and procedures are essential and serve as a system of checks and balances to protect Florida Gold Coast Swimming (FGC) and its staff and volunteers from risk. These policies must be followed in order for FGC to serve its primary mission in support of the growth and development of the swimming community.

1. **Monetary:**

- a. Deposits and Records – The Treasurer shall have the following duties and responsibilities regarding the finances of FGC.
- b. Prepare for deposit all cash and checks received by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.
- c. All deposits shall be made into the FGC general accounts. Deposits shall be made in a timely fashion, but no less frequently than once per week.
- d. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
- e. All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of FGC.
- f. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
- g. The general bank accounts of FGC shall be reconciled monthly; the reconciliation will be reviewed monthly by a Board member appointed by the General Chairman (preferably the Finance Vice Chair). (Note: the person who reconciles the monthly statements may NOT have signatory authority to write or issue checks for FGC.)
- h. Office Personnel are authorized to make transfers between the FGC general accounts and FGC money-market funds, as directed by the Board of Directors.
- i. Office personnel will contact the payee to determine the status of any check issued by FGC that is outstanding for more than sixty (60) days.

- j. FGC will impose a charge of \$25 for any deposited check that is returned for insufficient funds or due to a closed account. Any club or individual who fails to make good on the check and pay the service charge will be referred to the FGC Board of Review for action.

2. Disbursements:

- a. Physical control of all checks will be with office personnel.
- b. All invoices and reimbursement requests will be accounted for in the current FGC accounting system.
- c. Original receipts or similar documentation must accompany each reimbursement request. No payments will be processed without original invoices, receipts or similar documentation.
- d. Approval for payments will be deemed granted if the requested amount is within the current year approved FGC budget and not yet spent or appropriated. The FGC Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.
- e. Office personnel or Treasurer will be responsible for preparing checks based on received invoices and reimbursement requests. The documentation for such payment will be categorized and filed appropriately.

Unless decided otherwise by the FGC Board of Directors, the Treasurer and the General Chair shall be authorized to sign checks for FGC. Checks for an amount less than \$5,000 shall require one authorized signature. Checks for an amount of \$5,000 or more shall require two authorized signatures.

3. Reports:

- a. Office personnel or Treasurer will prepare an income or profit/loss statement of the FGC general accounts. This statement will be presented to the Board of Directors or the House of Delegates at its next regularly scheduled meeting. Following the close of the fiscal year, an annual income statement and Balance Sheet shall be prepared and presented to the Board of Directors.
- b. The Finance Committee shall review the FGC Financial Statements Annually. An outside auditor will conduct an annual Financial Review and the fourth year a Financial Audit. This Review or Audit shall be completed no later than the end of the 1st Quarter of FGC fiscal year.
- c. The Treasurer, with the assistance of the outside auditor, will prepare and file the annual tax return(s) for FGC, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Committee, and submitted to the appropriate agencies.
- d. The Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the FGC fiscal year, as provided in Article 8.3 of the USA Swimming Rules and Regulations.

4. Expenses:

- a. Payments to vendors.
- b. Vendors must submit an itemized invoice for payment.
- c. All payments will be issued from the Florida Gold Coast Swimming office.

5. Purchases:

- a. Purchases of supplies, equipment and professional services made by the appropriate FGC representative must be approved by the FGC Board of Directors, or the General Chairman.
- b. At least three bids for supplies, equipment and professional services (e.g., Zone Team equipment) totaling over \$5,000 shall be obtained. Award will be made to the lowest qualified bidder.

6. Reimbursement of Expenses to Volunteers:

- a. Volunteers who have expenses that have been pre-approved for reimbursement (duplicating, mileage, etc.) shall submit a Florida Gold Coast Volunteer Reimbursement Form – Appendix XX.
- b. Expenses filed for reimbursement outside the timeframe stated on the form require Board of Directors authorization.

7. Budgeting Process:

- a. Florida Gold Coast Swimming will operate financially on a calendar year.
- b. Budgeting will be on an annual basis.
- c. The Budget Committee will be named by the General Chairman to establish a quadrennial budget.
- d. The Budget Committee will meet as needed so as to have a budget to present the Board of Directors at its 4th quarter meeting.
- e. The Board of Directors will review the budget proposal and present the budget for approval at the House of Delegates meeting.
- f. The Budget Committee will meet annually to review the following year’s budget plan. This review will be completed in time for it to be presented at the 4th quarter Board of Directors meeting.

1.29 Table of Fines:

| Violation | Member Fined | Max Penalty | Payable |
|--|----------------|------------------|---------|
| Meet Information – Late Submission | Host Club | \$100.00 | FGC |
| Meet Information – Late Distribution | Host Club | \$50.00/day | FGC |
| Meet Results -Late Submission | Host Club | \$50.00/day | FGC |
| Meet Backup-Excessive Errors | Host Club | \$100.00/Session | FGC |
| Unregistered Swimmer participating in a Meet | Club or Member | \$50.00 per swim | FGC |
| Incomplete/Incorrect athlete data | Host Club | \$25.00/athlete | FGC |
| Missed Event – Positive Check In | Club or Member | \$25.00 | Host |
| Missed Event – Finals | Club or Member | \$25.00 | Host |
| Illegal Swim in Developmental Meet | Club or Member | \$50.00 per swim | FGC |
| Late Team Re-registration (after 12/31/XX) | Club | Double dues | FGC |
| Late submission of post meet reports/fees | Host Club | \$100.00/month | FGC |

** Clubs who have not satisfied their outstanding fines by the next championship meet must compete

unattached until all fines are satisfied.

***All fine obligations must be settled by cash, money order, Zelle or cashiers' check.

1.30 **Diversity/Outreach Membership Program:**

The FGC extends an outreach membership to all children who meet certain Federal Guidelines. Clubs wishing to register athletes under these guidelines shall complete the athlete Information section on the FGC Outreach Program form, and submit a minimum of three (3) items from the list below to the FGC Registration Chairman PRIOR to submitting the registration online:

1. Aid to families with dependent children
2. Social Security Disability Insurance
3. Federal Housing documentation
4. Federal Food Stamp documentation
5. Section 8 Public Housing
6. Temporary assistance to needy families
7. Medicaid
8. Application letter written by the member (required)

Failure to provide the minimum required documentation of three (3) of the following, may result in a fine of \$200 to the team or the member, as well as upgrading your membership to a premium membership.

1.31 **Operational Risk/ SafeSport Chair:** It's everyone's responsibility! It is the LSC Operational Risk/ SafeSport Chair's responsibility to promote safety throughout the LSC's swimming community and to promote safety as a part of the LSC philosophy. The LSC Operational Risk/ SafeSport Chair is the liaison between the National Organization and Club and LSC. The Operational Risk/ SafeSport Chair will contact the National Headquarters with safety questions and concerns. They will relay policy decisions to the LSC and direct the LSC's Operational Risk/ SafeSport program. USA Swimming maintains a Safety/Loss Control Manual which is a valuable tool for Clubs. This manual is available for download from the USA Swimming website. Clubs should regularly review this manual as they strive to improve their own safety plans.

1. Duties of the Operational Risk/ SafeSport Chair:

- a. Chair a committee that develops safety education programs for Florida Gold Coast Swimming and makes recommendations to the Board of Directors.
- b. Liaison between USA Swimming/LSC and club Operational Risk/ SafeSport chairs.
- c. Responsible for providing reports of injuries within the Florida Gold Coast Swimming at each LSC Board and House of Delegates meeting as requested.
- d. Provides input and periodically reviews warm-up guidelines.
- e. Responsible for arranging and/or conducting water safety training opportunities.
- f. Communicates regularly with Club Operational Risk/ SafeSport Chairmen.
- g. Upon direction of the General Chairman, contacts USA Swimming, with Operational Risk/ SafeSport questions and concerns.
- h. Disseminates Operational Risk/ SafeSport information and required forms to all member clubs, coaches and officials.
- i. Provides information for compliance with USA Swimming and Florida Gold Coast Swimming Rules and Regulations.

1.32 **Crisis Action Plan:** Florida Gold Coast Swimming will respond to all crisis emergencies as delineated in this Crisis Action Plan. During a crisis, it is of paramount importance for Florida Gold Coast Swimming to present timely, factual, coherent accurate information. In order to achieve that goal, it is important that all information be disseminated by the designated Communications Officer – the single voice of Florida Gold Coast Swimming. The General Chair shall normally serve as the Communications Officer. The General Chair may delegate that responsibility to another member of the Board of Directors as necessary. If the General Chair is unable to perform the role of the Communications Officer, the following Board of Director Officers shall be responsible for assuming the role of Communications Officer, in this order of the following hierarchy:

1. Administrative Vice-Chair
2. Senior Vice-Chair
3. Age Group Vice-Chair
4. Treasurer
5. Secretary
6. Personnel specifically designated by the Florida Gold Coast Swimming Executive Committee.

The Crisis Action Team -The Crisis Action Team shall be the Florida Gold Coast Executive Committee. The General Chair will determine when the Crisis Action Team will be assembled. It is the job of the Crisis Action Team to assess the existing situation, determine the appropriate response, and provide guidance to the Communications Officer on how to convey that response in a manner that:

- a. best suits the situation. The Crisis Action Team may consult USA Swimming, or legal counsel as necessary. All media requests shall only be directed to the designated Communications Officer. All official Florida Gold Coast Swimming communications shall be distributed ONLY by the Communications Officer.
- b. Since there is no permanent office of Florida Gold Coast Swimming, there is no pre-determined Crisis Control Center. However, in the event of a crisis, the Crisis Communications Team shall immediately designate a Crisis Control Center if needed and staff that center appropriately as the crisis warrants.
- c. The Crisis Communications Team shall be responsible for contacting the Florida Gold Coast Swimming Board of Directors to keep the Board apprised of all information pertaining to the crisis. The General Chairman shall maintain a list of mobile phone numbers of each of the members of the Crisis Communications Team, in order that the Crisis Communications Team may be assembled at any time of the day or night. The most current list of mobile numbers shall be distributed to the Crisis Communications Team and the Southern Zone – Sport Development Coordinator.
- d. Information shall be disseminated as appropriate for the crisis. Information may be released by press releases, posted to the Florida Gold Coast Swimming website (www.fgcswim.org), e-mails, or electronic text messages, as needed. This Crisis Action Plan will be reviewed during the 4th quarter of each year and modified as needed.

1.33 **Awards and Recognition:**

The Florida Gold Coast recognition program occurs annually for member athletes and volunteers. The member athletes are divided into two groups: Age Group- consisting of ages 14 and Under and Senior- for those 15 and Over.

The Age Group and Senior recognition program is geared toward individual awards, local awards, plus USA swimming's national awards.

- 1.34 United States Swimming Annual Business Meeting "ABM" (Formerly known as the USAS Annual Convention).The annual State of the Sport and House of Delegates (HOD) will now be held virtually on an annual basis in the month of September each year. There will be limited in-person invitations to the following members including National Committee Chairs; Board of Directors, Foundation and Athlete Board Members.All LSCs will be expected to register their respective Board Members as delegates for voting representation at the House of Delegates Meeting
- 1.35 United States Swimming National Workshop. This is to take place annually in April. This is taking the place of the annual Convention and enhanced to offer in-person opportunities for coach, athlete and volunteer leaders in the Local Swimming Committees (LSCs) to gather, learn, network and debate.

FGC Workshop Participants expense assistance - Designated (depending on the yearly workshop agenda) current members of the FGC Board of Directors, members of a USA Swimming convening committee, FGC Athlete Reps and/or additional FGC Non-Athlete members will be invited to attend.

The FGC will reimburse delegates' airfare and \$50 per day for meal expenses if meals are not provided. Those attending will be encouraged to make their own travel arrangements early in order to obtain cheaper airfare. FGC will cover the Hotel costs for two participants sharing one room. (*If a single room is requested, 1/2 of the cost will be reimbursed.) FGC will pay for any Workshop registration fees also.



Appendix-1-Conflict of Interest

Florida Gold Coast Swimming

Conflict of Interest Policy: Florida Gold Coast Swimming Inc., requires that all members of the Board of Directors as well as all non-Board members to serve as Chairs of any standing Committee to sign the FLORIDA GOLD COAST SWIMMING, INC. CONFLICT OF INTEREST POLICY.

Those who choose to serve Florida Gold Coast Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Florida Gold Coast Swimming must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest. While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Florida Gold Coast Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Florida Gold Coast Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. Florida Gold Coast Swimming properties, services, opportunities, authority, and influence are not to be used for private benefit. All individuals who participate with Florida Gold Coast Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Florida Gold Coast Swimming resources for the individual use.
3. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Florida Gold Coast Swimming.
4. Expenses incurred in the furtherance of Florida Gold Coast Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
5. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Florida Gold Coast Swimming and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Signature

Date

Print Name



Appendix-2-Code of Conduct

Florida Gold Coast Swimming Code of Conduct / Honor Code

1. All team staff (USA Swimming members & non-members; *Adult participants - MAAPP 2.0*), team members, and parents of minors are apprised in writing of this Code of Conduct and the USA Swimming Code of Conduct (*Article 4 - 2022 USA Swimming Rulebook*). A signature on this document constitutes unconditional agreement to comply with the stipulations of BOTH documents.
2. Team members will display proper respect and sportsmanship toward team staff, coaches, officials, administrators, teammates, fellow competitors, and the public always.
3. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team/LSC or be detrimental to its performance objectives.
4. The possession or use of alcohol or tobacco products by any team member is prohibited.
5. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. Team members and staff are to refrain from inappropriate physical contact.
7. Team members and staff are to refrain from use of inappropriate language.
8. No “deck” changes are permitted. Athletes are expected to use available change facilities.
9. Team members and staff are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves AND Florida Gold Coast Swimming. Athlete & staff behavior must positively reflect the high standards of FGC.
10. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - a. Disqualification from one or more events, or all events of competition
 - b. Dismissal from the trip and immediate return home at the athlete’s expense
 - c. Disqualification from future team travel meets
 - d. Financial penalties
 - e. Dismissal from the team
 - f. Proceedings for a LSC or USA Swimming Board of Review

_____/_____/_____
 (Print name of minor) (Signature of minor) (Date)

_____/_____/_____
 (Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)



Appendix-3-Liability Release

Florida Gold Coast Swimming LIABILITY RELEASE AND INDEMNIFICATION FORM

I, the undersigned participant and parent, request voluntary participation for minors to participate in all events, which are hereinafter referred to as the “activities.” sponsored by Florida Gold Coast Swimming, Inc. and USA Swimming. This agreement is valid while the participant is a member of USA Swimming.

I consent to my/minor’s participation in the activities and acknowledge that the minor and I fully understand my/minor’s participation may involve risk of serious injury or death, including losses which may result not only from my/minor’s own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before any activities begin.

Release – Minor’s Rights:

In consideration of allowing Minor Participant to participate in the activities, I hereby release and hold harmless Florida Gold Coast Swimming, Inc. and USA Swimming, and their members of its board of directors, officers, employees, volunteers, other participants, and agents (collectively, the “Released Parties”), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

_____/_____/_____
(Print name of minor) (Signature of minor) (Date)

Release – Parents’/Guardians’ Rights:

In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless the Released Parties, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant’s participation in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect. I certify that my/minor is in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my/minor’s personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

_____/_____/_____
(Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

Indemnification by Parent/Guardian:

The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant’s participation in the activities. The undersigned also agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasee and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

_____/_____/_____
(Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)



Appendix-4-Medical Release

Florida Gold Coast Swimming Medical Release Form

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of the Florida Gold Coast Swimming All-Star/Zone Team. If the swimmer is 18 years of age or older, the swimmer must **also** sign this form.

MEDICAL RELEASE

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, _____ (NAME OF THE SWIMMER) IS IN GOOD PHYSICAL CONDITION AND HAS NO CONDITION WHICH WOULD IMPAIR PARTICIPATION IN THE PROGRAM. IN CASE OF INJURY, I HEREBY GIVE THE FLORIDA GOLD COAST SWIMMING, INC. AND IT'S COACHING STAFF PERMISSION TO ACT ON MY BEHALF IN SEEKING MEDICAL TREATMENT FROM ANY LICENSED PHYSICIAN, HOSPITAL OR CLINIC FOR MY CHILD IN THE EVENT THAT SUCH TREATMENT IS DEEMED NECESSARY. I GIVE PERMISSION TO THOSE ADMINISTERING MEDICAL TREATMENT TO DO SO USING METHODS DEEMED NECESSARY. I ABSOLVE CARMEL SWIM CLUB AND IT'S COACHING STAFF FROM ALL LIABILITY WHILE ACTING ON MY BEHALF IN THIS REGARD

Participant Signature (if over the age of 18)

Parent/Guardian Signature:

Home Phone:

Parents Daytime Phone:

If parents are not available, please call the person designated below:

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Relationship: _____

Additional comments regarding medical history, allergies, penicillin or drug reactions, etc.....which may be needed in rendering medical treatment:

Parent/ Guardian Insurance Information:

Company Name: _____ Policy #: _____

Address: _____ Phone: _____



Minor Athlete Abuse Prevention Policy

Organization Name

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



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 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.

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: Organization Name

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 Organization Name, 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.

[Recommended]

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 a 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 In-Program 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.

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.

V. 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.

VI. 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.

RELAY RESULTS COMPARED TO TIME STANDARDS

| GIRLS | | | EVENT | BOYS | | |
|------------------|--------------|--------------|---------------|-------------------|--------------|--------------|
| SCY | | | | SCY | | |
| BB | B | last | 10 Under | BB | B | last |
| 2:20.76(8 teams) | 2:35.56 (11) | 3:14.52 (16) | 4 x 50 Free | 2:17.96 (7 team) | 2:32.36 (9) | 2:57.42 (13) |
| 2:46.36 (9) | 3:06.46 (11) | 3:47.15 (16) | 4 x 50 Medley | 2:43.86 (7) | 3:03.36 (12) | 3:01.57 (12) |

| GIRLS | | | EVENTS | BOYS | | |
|--------------|--------------|--------------|----------------|--------------|--------------|--------------|
| SCY | | | | SCY | | |
| BB | B | last | 11-12 | BB | B | last |
| 2:05.16 (17) | 2:14.36 (19) | 2:12.30 (19) | 4 x 50 Free | 2:01.16 (14) | 2:10.36 (15) | 2:25.26 (16) |
| 2:20.56 (16) | 2:31.16 (18) | 2:31.62 (19) | 4 50 Medley | 2:18.96 (14) | 2:30.46 (15) | 2:19.12 (15) |
| 4:33.16 (15) | 4:54.36 (17) | 5:15.55 (18) | 4 x 100 Free | 4:23.56 (11) | 4:43.96 (14) | 4:33.70 (14) |
| 5:11.16 (16) | 5:36.86 (16) | 5:44.39 (17) | 4 x 100 Medley | 5:02.16 (11) | 5:27.46 (13) | 5:08.27 (13) |

| GIRLS | | | EVENTS | BOYS | | |
|--------------|--------------|--------------|----------------|--------------|--------------|--------------|
| SCY | | | | SCY | | |
| BB | B | last | 13-14 | BB | B | last |
| 2:00.76 (13) | 2:10.36 (13) | 1:50.08 (13) | 4 x 50 Free | 1:51.16 (22) | 1:59.56 (23) | 2:02.68 (24) |
| | | 2:13.00 (14) | 4 50 Medley | | | 2:12.78 (23) |
| 4:21.96 (15) | 4:42.36 (15) | 4:08.66 (15) | 4 x 100 Free | 4:03.56 (21) | 4:22.36 (23) | 4:10.56 (23) |
| 4:49.26 (14) | 5:21.66 (14) | 4:44.24 (14) | 4 x 100 Medley | 4:28.86 (18) | 4:49.56 (19) | 4:38.79 (19) |

| GIRLS | | | EVENT | BOYS | | |
|-------------|-------------|-------------|---------------|-------------|-------------|-------------|
| LCM | | | | LCM | | |
| BB | B | last | 10 Under | BB | B | last |
| 2:39.56 (6) | 2:49.56 (7) | 3:17.08 (8) | 4 x 50 Free | 2:37.96 (8) | 2:54.36 (8) | 3:09.28 (9) |
| 2:49.86 (6) | 3:32.86 (8) | 3:33.93 (9) | 4 x 50 Medley | 3:07.96 (6) | 3:30.36 (6) | 4:15.65 (8) |

| GIRLS | | | EVENT | BOYS | | |
|--------------|--------------|--------------|----------------|--------------|--------------|--------------|
| LCM | | | | LCM | | |
| BB | B | last | 11-12 | BB | B | last |
| 2:22.76 (12) | 2:33.16 (12) | 2:39.22 (13) | 4 x 50 Free | 2:02.76 (5) | 2:07.96 (7) | 2:29.89 (12) |
| 2:40.16 (12) | 2:52.66 (12) | 3:32.84 (13) | 4 50 Medley | 2:24.16 (7) | 2:51.86 (10) | 2:55.39 (11) |
| 5:12.36 (11) | 5:36.36 (11) | 6:24.36 (12) | 4 x 100 Free | 5:01.96 (10) | 5:25.16 (11) | 5:05.62 (11) |
| 5:58.46 (13) | 6:27.86 (13) | 7:08.94 (14) | 4 x 100 Medley | 5:48.16 (9) | 6:17.36 (9) | 6:51.95 (10) |

| GIRLS | | | EVENT | BOYS | | |
|--------------|--------------|--------------|----------------|--------------|--------------|--------------|
| LCM | | | | LCM | | |
| BB | B | last | 13-14 | BB | B | last |
| 2:17.96 (11) | 2:28.36 (11) | 2:04.07 (11) | 4 x 50 Free | 2:07.96 (11) | 2:17.56 (12) | 2:09.80 (12) |
| | | 2:23.78 (10) | 4 50 Medley | | | 2:31.39 (12) |
| 4:59.16 (10) | 5:21.96 (10) | 4:36.02 (10) | 4 x 100 Free | 4:39.56 (13) | 5:01.16 (14) | 5:04.58 (14) |
| 5:33.56 (10) | 5:59.16 (10) | 5:29.01 (10) | 4 x 100 Medley | 5:11.36 (13) | 5:35.36 (14) | 5:32.40 (14) |



2023 Coach Membership Requirement Checklist

Make sure all these requirements are current and on file at the FGC Office.

Find the list of approved safety course options on the [USA Swimming Website/Coach Safety Requirements](#). Check this list prior to taking a course to be sure it can be accepted. **Coaches must maintain current certification at all times.**

Non-Athlete Coach Membership – Beginning 9/1/2022, all USA Swimming Registrations are processed using Online Member Registration. Each team has a unique link which allows members to register for their team. [Contact your Team Administrator/Registrar to obtain your team's special link.](#) 2023 memberships are valid until 12/31/2023.

CPR/AED Certification – Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Send a copy of your completion Certificate to the FGC office. Valid for 2 years

Safety Training for Swim Coaches – See the list of acceptable options for Safety Training on the [USA Swimming Website](#). Valid 2 years. Send both certificates to the FGC Office:

STSC In-Water Certificate (Lifeguard Certificate or In-Water Checklist) **and**

STSC Online Certificate (take course on the Red Cross Website & send certificate to FGC office) [ARC \$25]

Criminal Background Check – *Not Required for Junior Coach Members.*

Log into your account and go to EDUCATION/Course Catalog to complete the background check.

You will need to select one of two options: ✓ New Member Background Check ✓ Renewal Background Check

New members will pay \$36; Renewal screens are \$18. If you do not renew your background check within 30 days of its expiration, you will need to complete the new member background check. Results should be received within 3-5 business days. This must be renewed every 24 months. Completion will match your SWIMS record.

Athlete Protection Training (APT) Course – To complete this course, log into your account and go to EDUCATION/Course Catalog to complete Athlete Protection. You must “finish” by completing the quiz and evaluation at the end. APT must be renewed every 12 months. Results take 48-72 hours to match a member record.

USADA Coach's Advantage Tutorial (CAT) – To complete this course, log into your account and go to EDUCATION/Course Catalog and select Coach Advantage Tutorial. This tutorial follows the same parameters and timelines as APT and must be renewed every 12 months. Results will automatically link to your member record.

NEW: Coach Education Program (Replaces FOC 101 & 201)

• **Existing Coaches (have completed FOC 101 & 201 prior to 9/1/22):**

Must Complete **Quality Coaching Framework (QCF)** **prior to 12/31/2022** [Free/50-90 minutes]

• **New Coach Members (have NOT completed FOC 101 & 201 prior to 9/1/2022):**

Prior to being on deck/certified as a coach member:

Must complete **Welcome to USA Swimming** [Free/20 minutes] **and**

Quality Coaching Framework (QCF) [Free/40 minutes]

Prior to the 2nd year of coach membership:

Core Certification [\$50] – consists of 5 modules 45 min-1 hr each. One distributed every 10 weeks over the course of a year. **and**

Rules & Regulations for Coaches [free]. Log into your account. Go to EDUCATION/Course catalog. This will link automatically to your member record.

Concussion Training (CPT): All Coaches must complete a Concussion Training course. This is required by USA Swimming and is, also, a state law (FL Statute 943.0438 (e)). CPT will show on all reports and in USA Swimming App. Your CPT completion certificate **must** be sent to the FGC office. [Concussion Training \(NFHS\)](#) or [CDC Concussion Training](#) Head's Up Course

USA Swimming App – Download the USA Swimming app for your phone or mobile device. You will use the SAME login for the USA Swimming app as you do to log into your account on the USA Swimming website. The USA Swimming app can be used to verify membership status and check the expiration dates of all their coach membership requirements. USA Swimming app also serves as an electronic membership card at meets.

Note: Safety Trainings (CPR, Online/In-Water Safety), Concussion Training completion certificates **MUST** be sent to FGC Office (fgcoffice@facswim.org or coachrep@facswim.org). Other trainings 'should' link to your member record automatically. To be safe, send us all certificates of completion. ☺



FLORIDA GOLD COAST SWIMMING

Treasurer's Report

October 21, 2022

A. Financial Statement

| | |
|--|-------------------|
| Bank Balance (10/21/22) | \$185,910 |
| Wells Fargo Securities Investments (9/30/20) | \$650,052 |
| • Includes unrealized profit or loss | |
| Savings Account – Bank of America (10/24/20) | \$ 74,574 |
| Accounts Receivables (Meet % & Club Reg) | \$ 2,245 |
| Escrow Account (prepaid reg. fees) | <u>- \$ 9,305</u> |
| Total | <u>\$903,476</u> |

Richard Cavanah



FLORIDA GOLD COAST SWIMMING

Registration Report

October 21, 2022

| | | | |
|------------------------------|-----------------------|----------|--------------|
| A. 2022 – Athletes (to date) | (Annual) | 4,922 | |
| | (Flex) | | <u>550</u> |
| | | | <u>5,473</u> |
| B. 2022 – Non-Athletes | Coaches | 270 | |
| | Officials Non-Coaches | 177 | |
| | (31 coach/official) | | |
| | Others | 30 | |
| | | | <u>477</u> |
| C. 2022 – FGC Clubs | Clubs | 56 | |
| | Organizations | <u>2</u> | |
| | | | <u>58</u> |

Richard Cavanah
Membership Chairman

2018-2021 - FGC - BUDGETS and ACTUAL EXPENDITURES

| INCOME | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual | 2021 Budget | 2021 Actual | 2022 Budget | 2022 Y-T-D | 2023 Budget |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|
| All-Star (State) meets | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp |
| All-Star - ZONE meets | net w/ exp | net w/ exp | \$0 | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp |
| we will start recording actual income | | | | | | | | | |
| Annual Registrations | \$85,000 | \$78,948 | \$85,000 | \$89,927 | \$65,000 | \$101,979 | \$85,000 | \$49,318 | \$100,000 |
| Awards Programs/Banquet | net w/ exp | net w/ exp | \$0 | net w/ exp | net w/ exp | net w/ exp | net w/ exp | net w/ exp | \$0 |
| Club Dues (Net) | w/ ath reg | w/ ath reg | \$0 | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg |
| Fines | \$0 | \$50 | \$0 | \$800 | \$0 | \$150 | \$0 | \$650 | \$0 |
| Interest - Savings Acc't | \$0 | \$40 | \$30 | \$44 | \$40 | \$27 | \$0 | \$22 | \$35 |
| Investments - Wells Fargo | \$30,000 | \$33,070 | \$30,000 | \$25,880 | \$30,000 | \$32,216 | \$30,000 | \$22,592 | \$30,000 |
| Meet Percentage | \$115,000 | \$138,018 | \$125,000 | \$52,398 | \$75,000 | \$43,815 | \$115,000 | \$100,959 | \$122,000 |
| Non-Athlete Memb (Net) | w/ ath reg | w/ ath reg | \$0 | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg | w/ ath reg |
| Sanctions Income | \$6,500 | \$2,238 | \$6,500 | \$1,188 | \$4,500 | \$2,550 | \$6,000 | \$4,800 | \$8,000 |
| Transfer from Reserve | \$0 | \$0 | \$0 | \$0 | \$52,160 | \$0 | \$0 | \$0 | \$0 |
| Uncategorized/Misc. | \$0 | \$496 | \$500 | \$309 | \$500 | \$1,986 | \$0 | \$1,293 | \$0 |
| TOTAL | \$236,500 | \$252,860 | \$247,030 | \$170,546 | \$227,200 | \$182,723 | \$236,000 | \$179,634 | \$260,035 |

| EXPENSES | Budget | Actual | Budget | Actual | Proposed | Actual | 2022 Budget | 2022 Y-T-D | 2023 Budget |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------|----------------------|-----------------------|
| All-Star (State) meets & programs | \$50,000 | \$42,665 | \$50,000 | \$2,399 | \$45,000 | \$33,863 | \$5,000 | \$4,676 | \$5,000 |
| All-Star (ZONE) mts, prog OW/Pool | inc'd w/All Star | inc'd w/All Star | inc'd w/All Star | inc'd w/All Star | inc'd w/All Star | inc'd w/All Star | \$40,000 | \$55,629 | \$50,000 |
| Audits & Legal Reviews | \$1,000 | \$1,000 | \$1,000 | \$829 | \$4,000 | \$1,000 | \$6,000 | \$3,000 | \$6,000 |
| Awards Progr (incl. @ SwimPos) | \$0 | \$0 | \$0 | \$1,934 | \$0 | \$997 | \$1,000 | \$3,880 | \$5,000 |
| Championship Meets Awards | \$10,000 | \$5,758 | \$12,000 | \$9,554 | \$10,000 | \$10,322 | \$11,000 | \$10,404 | \$11,000 |
| Bank Charges | | | | | | | | \$135 | \$180 |
| Board of Directors (& retreat) | \$3,000 | \$360 | \$3,000 | \$2,834 | \$1,000 | \$41 | \$5,000 | \$200 | \$3,000 |
| Champ. Meet Security | \$12,000 | \$9,059 | \$12,000 | \$1,001 | \$12,000 | \$8,739 | \$10,000 | \$11,974 | \$12,000 |
| Credit Card Fee | \$7,000 | \$9,312 | \$10,000 | \$6,986 | \$10,000 | \$7,640 | \$11,000 | \$7,929 | \$5,000 |
| Disability | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 |
| Diversity | \$1,000 | \$1,442 | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 |
| Donations & Scholarships | \$1,000 | \$2,081 | \$1,000 | \$0 | \$1,000 | \$0 | \$1,000 | \$0 | \$1,200 |
| Hall of Fame Ceremony | \$2,500 | \$2,500 | \$2,500 | \$3,000 | \$1,500 | \$15,000 | \$2,500 | \$0 | \$3,000 |
| Hospitality | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| FGC House of Delegates | \$1,500 | \$976 | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 |
| LSC Camps | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 | \$0 | \$1,500 | \$0 | \$2,000 |
| Nat'l Champ. Reimb. | \$67,000 | \$57,049 | \$72,000 | \$1,400 | \$72,200 | \$53,306 | \$72,000 | \$37,936 | \$73,232 |
| Office Administration | \$21,000 | \$21,000 | \$23,000 | \$23,000 | \$25,000 | \$25,000 | \$25,000 | \$20,830 | \$25,000 |
| Officials | \$10,000 | \$8,990 | \$10,000 | \$4,208 | \$9,000 | \$5,988 | \$9,000 | \$1,256 | \$9,000 |
| Print, Postage, Supplies | \$2,000 | \$1,475 | \$2,000 | \$453 | \$2,000 | \$675 | \$2,000 | \$1,102 | \$2,000 |
| Seminars & Education | \$7,000 | \$4,754 | \$7,000 | \$3,340 | \$5,000 | \$3,042 | \$5,000 | \$3,488 | \$5,000 |
| Special Events | \$500 | \$0 | \$500 | \$85,000 | \$0 | -\$3,269 | \$0 | \$0 | \$4,000 |
| Swimposium | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$1,000 |
| Tax Preparation | \$2,000 | \$1,800 | \$2,000 | | \$2,000 | \$4,650 | \$4,000 | \$0 | \$5,000 |
| Contingency (to balance budget:) | \$11,500 | \$0 | \$9,530 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,423 |
| Uncategorized/Misc. | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,523 | \$0 | \$2,047 | \$2,000 |
| USAS Nat'l Workshop & ABM | \$20,000 | \$19,803 | \$20,000 | \$0 | \$18,000 | \$0 | \$12,000 | \$11,426 | \$18,000 |
| Web Site | \$4,000 | \$3,840 | \$4,000 | \$3,935 | \$4,000 | \$3,840 | \$4,000 | \$3,200 | \$4,000 |
| TOTAL | \$236,500 | \$193,864 | \$247,030 | \$149,873 | \$227,200 | \$172,357 | \$236,000 | \$179,112 | \$260,035 |

\$0
\$58,996
\$0
\$20,673
\$0
\$10,366
\$0
\$522
\$0

See other side for explanations and notes