



**Safe Sport Packet
2025-26 Season**

To The Cavalier Aquatics Families,

In the pages that follow, you will find important information from USA Swimming and our specific program. Please review these policies in detail and sign off electronically on behalf of both the parent/guardian and the corresponding child.

- The Cavalier Aquatics Coaching Staff

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Action Plan to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at the Piedmont Family YMCA and Cavalier Aquatics (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a Cavalier Aquatics coach or YMCA administrator.

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

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all YMCA Administrators, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers, and coaching staff that there is a policy and protocols should any bullying arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Cavalier Aquatics takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7.

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

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

REPORTING PROCEDURE

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

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

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

HOW WE HANDLE BULLYING

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

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

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- d. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- g. Be a friend to the person being bullied;
- h. Tell a trusted adult – your parent, coach, or club board member;
- i. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- j. Set a good example by not bullying others.
- k. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

I have read and agree to follow Cavalier Aquatics' anti-bullying policy:

ELECTRONIC SIGNATURE AT END

Cavalier Aquatics' Athlete Signature

Date

ELECTRONIC SIGNATURE AT END

Athlete Parent's Signature

Date

Electronic Communication Policy

PURPOSE

The Piedmont Family YMCA and Cavalier Aquatics (the "Club") recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, administrator or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, administrator, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

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

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, SNAPCHAT, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method. The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8 am until 8 pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 5 am and 9 pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

PHONE

A telephone call is similar to a one-on-one interaction. Therefore, a telephone call between an applicable adult and a minor athlete must be observable and interruptible by another adult. A duration of a telephone call made during an emergency circumstance must be consistent with the type of emergency.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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.

I have read and agree to follow Cavalier Aquatics' Electronic Communication Policy.

ELECTRONIC SIGNATURE AT END

CA-Y Athletes Signature

Date

ELECTRONIC SIGNATURE AT END

Parents Signature

Date

Travel Policy

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Unrelated Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with the organization must be USA Swimming non-athlete members of USA Swimming.

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

III. Lodging

- a. An Unrelated Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between 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 III(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.

IV. 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.

V. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with One-on-One interactions sections 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.

I have read and agreed to follow the Cavalier Aquatics Travel & Lodging Policy.

ELECTRONIC SIGNATURE AT END

CA-Y Athlete's Signature

Date

ELECTRONIC SIGNATURE AT END

Parent's Signature

Date

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition

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

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massagetherapist or other certified professional, with a copy provided to the club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. Any Massage of a minor athlete must only occur after proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

I have read and agree to follow Cavalier Aquatics' Massage Policy.

ELECTRONIC SIGNATURE AT END

CA-Y Athlete's Signature

Date

ELECTRONIC SIGNATURE AT END

Parent's Signature

Date

PHOTOGRAPHY/MEDIA POLICY

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports.

While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if commonsense procedures are not observed.

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per the attached form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information.

If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

TEAM PHOTO CONSENT FORM

One of the ways that we celebrate our team and swimmer achievements is via photography and/or video. We, Cavalier Aquatics are committed to ensuring that even as we recognize our accomplishments, we also protect your swimmer (s).

Cavalier Aquatics uses photographs and video (individuals, groups) of swimmers under the age of 18 that may include your child during their membership with our club. All photographs will be taken and published in line with the club policy.

The club requires parental/guardian consent to take and use those images. Parents and guardians have a right to refuse photographing/video graphing their child.

I am the parent/guardian of (include First and Last name for each child):

_____	_____
_____	_____

For the child/children listed above, I give permissions:

PHOTOGRAPHIC EVENT	Consent Given	Consent Refused
Take photograph/ video to use on Club's website		
Take photograph /video to use on Club's social media		
Take photograph /video to use on Club's notice boards		
Video for training purposes only.		
Submit images/video to Cavalier Aquatics for use on Digital media: website, Facebook, Instagram, Twitter		

Mental Health Professional Policy

I. Definition

In this section, the term "Mental Health" refers to services rendered regarding an athlete's psychological well-being beyond the scope of the coaching environment and in private.

II. General Requirement

Any Mental Health Counseling performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed therapist or other certified professional. However, even if a coach is a licensed therapist, the coach cannot perform private counseling of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed therapist or other certified professional, with a copy provided to the club.
- b. Legal guardians must be allowed to observe the Counseling.
- c. Any Counseling of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the counseling in the room.
- d. Any Counseling of a minor athlete must only occur after proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan

I have read and agree to follow Cavalier Aquatics' Mental Health Professional Policy.

ATHLETES CODE OF CONDUCT

Youth participating in YMCA programs with the Piedmont Family YMCA are exercising a privilege afforded them by the Piedmont Family YMCA. These participants must exhibit the maturity to be successful and retain this privilege. Thus, the following guidelines and rules shall apply in all activities within the Piedmont Family YMCA.

I. GENERAL GUIDELINES

Participants are expected to conduct themselves, at all times, in a manner which is in keeping with representing the Piedmont Family YMCA and will not discredit the association or its members. Participants are expected to practice the values of caring, honesty, respect and responsibility and observe State and Federal laws at all times. When traveling with the YMCA program, each participant is expected to dress appropriately as befits representing the YMCA and as directed by the coach.

II. DISCIPLINE RULES

Substance use and/or possession thereof [drugs, alcohol and/or tobacco (by minors)] is cause for immediate dismissal from the program. Persistent irresponsible and disrespectful behavior is cause for disciplinary action or dismissal from the program. Destruction of property, theft, violent acts or violation of State, Federal or other laws is cause for dismissal from the program. Failure to comply with any team rules may be cause for disciplinary action and persistent failure may be cause for dismissal from the team. The Piedmont Family YMCA retains its rights to impose additional penalties for any violation of the above rules.

NOTE: If dismissal from the program or an event occurs while traveling, the participant may be sent home immediately at the parent's cost by whatever means is most convenient for the program administrators. No reimbursement of fees will be made to the dismissed participant or their family.

CAVALIER AQUATICS SWIM TEAM PRACTICE RULES

1.) Safety must be everyone's first concern. Swimmers must always enter the water feet first; absolutely no diving is permitted in the shallow end of the pool. The only time diving is allowed at practices or meet warm-ups is when a coach is directing racing starts from the deep end of the pool.

2.) Swimmers are expected to use all equipment properly; therefore, no throwing kickboards or forcing them underwater, etc. Do not hang, lean or pull on lane lines – they are easily broken and expensive to replace.

3.) All swimmers are expected to show respect and courtesy to the coaches; this includes being quiet and listening carefully when instructions are being given. Swimmers should discuss individual concerns with coaches outside of group practice times. Please do not talk with the coaches on the pool deck while you are waiting for your practice to start and the coaches are working with another group.

4.) Sportsmanship begins at home! Being a good teammate at practice means showing respect and caring for your fellow swimmers. This includes showing positive support and encouragement to everyone in your practice lane and entire age group at practices. Everyone working together will result in individual improvements and team unity throughout the season. Proper behavior and consistent effort at practice helps each swimmer benefit from practice.

5.) Swimmers are expected to leave on the designated interval and to do everything possible to avoid physical contact with another swimmer in the lane. Pushing off too soon after the lead swimmer can result in physical injury, less training benefit and bad feelings. Likewise, if a swimmer must "sit out" part of a set, they must sit out – that is, get fully out of the water and sit on the pool deck. Swimmers will not be allowed to stand in the water at the shallow end of the pool during a set due to the risk of injury and the disruption it causes to fellow swimmers.

6.) Proper behavior, consideration for others and respect for the facilities and equipment are also expected in the locker rooms. Please turn off showers, dispose of any trash, check for all personal belongings and leave the locker room in good condition by the facility's designated time.

7.) Swimmers causing safety problems, practice disruptions or otherwise not following the above practice rules will be subject to suspension of team privileges.