



Team Handbook and Policies

12/7/21

The board of directors for High Altitude Swim Club has created and implemented these policies to protect athletes, coaches, and parents. These policies are also aligned with USA Swimming policies for every club team.

All policies in this handbook must be agreed upon in order for any athlete to be involved with High Altitude Swim Club.

President:	Kim Larson
Vice President:	Amber Taylor
Treasurer:	Sherri Bentley
Secretary:	Timaley Kertz
Head Coach (Lyman):	Stephen Powers
Head Coach (Evanston):	Sherri Busch

The mission of High Altitude Swim Club (HASC) is to provide a coached workout for youth swimmers focusing on competition, fitness and fun. HASC aims to promote the use of swimming as an essential life skill for water safety & awareness. HASC aspires to promote the lifelong skills of Teamwork, Leadership, Accountability, Respect, Goal Setting, Dedication, & Honesty. In order to achieve this, HASC creates a positive learning environment for all athletes to feel safe & welcome where they can learn, grow, & socialize to create lifelong friendships.

Our vision is for swimming to be available to athlete's year-round through the model presented by USA Swimming and the High Altitude Swim Club. Our overarching goal is to help athletes set goals and achieve their own goals, whatever they may be. All athletes are different from one another and have different goals, so we adapt our training and expectations for each athlete. Some athletes are here to learn to swim, others for the social experience, some to swim at the middle or high school level, collegiate, national or world scale, & for some it's a mixture of all of these.

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HIGH ALTITUDE SWIM CLUB (HASC) PARENT NOTICE OF RESPONSIBILITIES

HASC supports a safe environment for all student athletes. HASC also assumes responsibility for all athletes on the pool deck during practice times. By signing this Notice of Responsibilities agreement, I understand & agree to the following statements:

- I understand that coaches will not enter a locker room with athletes present unless there is an emergency situation or they are performing locker room checks.

- I understand that coaches at HASC are **water safety certified and trained in CPR/First Aid/ & AED.**

- I understand that in the event of an emergency that HASC staff members will provide reasonable care to athletes within their scope and scale of training

- I understand that in the event of an emergency that HASC reserves the right to contact emergency personnel if an emergency is extremely serious – or if they are unable to make contact with the athlete’s emergency contact.

- I understand that HASC staff members will provide emergency care until first responders arrive and take over the situation if needed

- I understand that all incidents will be documented by coaching staff members and that all incidents will be reported to the parent/guardian, as well as the board.

- I understand that it is my responsibility to alert coaches of any injuries or medical recommendations for my athlete(s). It is my responsibility to alert coaches of any medical concerns such as allergies, asthma, etc.

- I understand that if an incident occurs before official practice start time and after official end of practice time, that the High Altitude Swim Club is not held responsible for that incident and cannot be held liable.

I understand that it is my duty to educate my athlete that they must quickly change in the locker room and enter the pool on time – and leave practice in a timely fashion. I also understand that HASC is only responsible for my athlete during scheduled practice times. I understand that should something occur to my athlete before or after practice – that HASC is not responsible and therefore cannot be held liable.

HIGH ALTITUDE SWIM CLUB (HASC) CODE OF CONDUCT: ATHLETES

The purpose of a Code of Conduct for Athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I understand and agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will demonstrate being a teammate and leader by cheering for/supporting my teammates in practices and in competition.
- I will set a good example of behavior and work ethic for my teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be subject to disciplinary actions determined by the coaching staff and Board of Directors.
- I will follow the clubs anti-bullying policy and understand that there is zero tolerance for bullying behavior.
- I will attend practices based on my training plan and will work to the best of my ability with a good attitude and good effort.
- I will show respect for all facilities and other property and equipment (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from the use of foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's Rules and Codes of Conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's Board of Directors.

HIGH ALTITUDE SWIM CLUB (HASC) CODE OF CONDUCT: PARENTS

The purpose of a Code of Conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our child(ren) by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.

- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress and attending parent/board meetings when possible

- I will refrain from coaching my child from the stands during practices or meets.

- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.

- I will respect the integrity of the officials.

- I will direct my concerns to my child's respective coach first (Lyman or Evanston) then, if not satisfied, to the other Head Coach (Lyman or Evanston). If I am still unsatisfied, I will reach out to the President of the Board of Directors.

- I understand that I may not be confrontational or threatening to any athlete, official, or staff member of HASC.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action determined by the coaches and the swim club's Board of Directors.

HIGH ALTITUDE SWIM CLUB (HASC) CODE OF CONDUCT: COACHES

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

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

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's Board of Directors. All coaches are subject to disciplinary action by the rest of the coaching staff & Board of Directors.

Action Plan for High Altitude Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at High Altitude Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor. Retaliation for reporting incidents will not be tolerated.

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

1. To make it clear that HASC will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that HASC 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 they have been bullied is asked to do one or more of the following things:

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

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

HOW WE HANDLE BULLYING

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

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

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:
 - i. Ask the child being bullied what can be done to make them feel safe. Remember that changes to routine should be minimized. They are not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons they bullied. For example:

- i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or 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.

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

CONSENSUS STATEMENT ON CONCUSSIONS

1. Purpose

The Operational Risk Committee is responsible for providing a proactive environment regarding assessment of risks, and developing guidelines and educational requirements. USA Swimming and its members are aware of the growing concern regarding concussion management. The purpose of this document is to implement guidelines for member clubs (Clubs), Local Swimming Committees (LSCs) and meet hosts (Hosts). USA Swimming is providing a sample document which may be modified to meet your state requirements.

2. Guidelines

All athletes, coaches, officials and parents should receive fact sheets on concussions from their Club, LSC and/or Hosts. Any athlete suspected of sustaining a concussion should be removed immediately and should not return until evaluated and cleared by a licensed health care professional, trained and experienced in evaluating and management of concussions, acting within scope of practice. Compliance with all state and local laws dealing with concussion is the responsibility of the Club and/or LSC. A sample fact sheet is attached to this Policy. Electronic communication of the fact sheet (email blast) is permitted.

3. Application of the Guidelines

Clubs, LSCs, and Hosts are responsible for compliance with state laws regarding concussion management and education. Each state may have specific regulations that impact USA Swimming member clubs, coaches, officials, and/or sanctioned events. Some examples: Many states require coaches and officials to take courses on recognizing the symptoms of concussions and head injuries. Other states require sharing of fact sheets on concussions with coaching staff, officials, athletes and parents. A few states, such as California, may require organizations using school district facilities provide a statement of compliance with the policies for the management of concussion and head injuries required of the school districts by state laws. All of these guidelines are designed to protect an athlete, who is suspected of sustaining a concussion or head injury during an event, from returning to practice or competition until they are evaluated and cleared by a licensed health care professional trained in the evaluation and management of concussions, acting within the scope of his or her practice. Most states, the National Federation of State High School Associations, and the CDC have educational resources that can be utilized. Concussion fact sheets must be shared with coaches, athletes, officials and parents.

4. Objectives

The primary goal of the Guidelines is to reduce the risk of harm to athletes and to educate coaches, parents, officials, clubs, LSCs, and hosts on the importance of concussion management. To the extent that health care professionals are involved in USA Swimming sanctioned events, they should review the Guidelines and the Consensus statement on concussion in sport developed at the 4th International Conference on Concussion in Sport held in Zurich, November 2012, or similar educational material.

5. What is a Concussion?

The Centers for Disease Control and Prevention (CDC) define concussion as “a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works.” Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. The Zurich Conference on Concussion in Sport also states that concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, symptoms and signs may evolve over a number of minutes to hours or in some cases may be even more prolonged.

6. Signs and Symptoms of Concussions:

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring signs or symptoms can put an athlete’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians

- Appears dazed, stunned or confused
- Unsure about event, location, or name of meet
- Forgets an instruction or assignment
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes - irritability, sadness, nervousness, emotional
- Can’t recall events before or after incident

Symptoms Reported by Athlete

- Any headache or “pressure” in head - how badly it hurts does not matter
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion Does not “feel right”
- Trouble falling asleep

Return to play/swimming protocol

If an athlete is suspected to have suffered a concussion in practice – the athlete will immediately be removed from practice and may not return to practice the same day and must sit out a minimum of 24 hours. The emergency parent/guardian will immediately be contacted. The head coach will provide the emergency contact with concussion information such as signs & symptoms. Athletes with HASC **are NOT** allowed to return to practice until the coaching staff has received a handwritten note from either a parent or a medical practitioner that clears the athlete to engage in practice – AND the 24 hour window has passed. Once an athlete returns to

practice – the coaching staff will watch for any continuation of signs and symptoms of a concussion. Due to this process – it is at least 48 hours before the athlete can resume practice.

If a concussion is suspected to have occurred that is serious (loss of consciousness, seizures, etc.) emergency medical personnel will be contacted. HASC staff will provide reasonable care until the emergency is over or until medical personnel arrive.

HASC coaches are trained to recognize a concussion – not to diagnose a concussion. A diagnosis of a concussion must come from a medical practitioner.

More information on concussions can be found at the following link:

<https://www.cdc.gov/headsup/youthsports/index.html>

Electronic Communication Policy for High Altitude Swim Club

PURPOSE HASC 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 HASC acknowledges the value of these methods of communication, HASC also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult 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 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

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;
- and 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, board member 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, the board, 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, MYSPACE, 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 HASC 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. HASC 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.

HIGH ALTITUDE SWIM CLUB SOCIAL MEDIA

HASC has an official Twitter, Facebook, & Instagram page that may be followed by the general public. At times, athletes and parents from HASC may appear in posts made on these social media sites.

TEXTING

Parents may text the HEAD coach with any questions they have. Coaches will not respond to athlete text messages. Athletes are also not allowed to text any coaches associated with HASC unless a parent/legal guardian is included in the text message(s).

EMAIL

Athletes and coaches may use email to communicate between the hours of 8am and 8pm. When communicating with an athlete through email, a parent or legal guardian, another coach, or a board member must also be copied.

TEAM APP

Coaches and Athletes may communicate through open chats in Team App. They may not communicate through individual or private messages. Communication from coaches to athletes may occur from 8am to 8pm. All messages and chat rooms are monitored by all coaching staff members and all board members. Communication may occur outside of these times due to emergencies, team travel, away meets, etc.

Athlete Electronic Communication Best Practices for High Altitude Swim Club

Purpose

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team. Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times.

Expectations

HASC holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

Things to remember:

Texting

- Text messages and photos can be saved or screen-shot. Once the message is transmitted, the sender does not have control.
- Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- It is typically more effective to discuss an issue in person.

Social Media

- ❑ Once you post something online, it is public and permanent, even if you delete
- ❑ Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may interpret the information and content that you share about yourself.
- ❑ Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing areas:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

HASC AQUATICS LOCKER ROOM POLICY

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use: We practice at: Evanston High School, Davis Middle School, Lyman Aquatic Center and occasionally Evanston Rec Center. Some of these locations have a changing area that is shared with the general public. As such, there are likely to be people who are not associated with HASC in the changing area around the time of practice. Coaches will perform walk-throughs 15 minutes before and after practice and will leave all locker room doors propped open (due to privacy remaining when open).

Requirement to Use Locker Room or Changing Area

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

II. 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 Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

HASC 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.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

HASC SOCIAL MEDIA/ELECTRONIC COMMUNICATION/LOCKER ROOM AGREEMENT

The purpose of this Social Media/Electronic Device & Locker Room Agreement is to ensure safety for all HASC members and to create and foster a positive learning environment for our team. It is also to ensure a positive image of HASC within the local swimming area and within USA Swimming as a whole.

- At all times, adhere to USA Swimming's Rules and Code of Conduct.
- Refrain from foul language or derogatory comments in the locker rooms
- Understand that electronic recording devices of any kind are prohibited in the locker rooms, showers, or changing areas. Failure to comply with this rule will result in immediate disciplinary action determined by the coaching staff and board of directors.
- Understand that I may not text coaches unless a parent/guardian is attached to the text message
- Understand that all phone calls with coaches must be interruptible by a parent/guardian
- Understand that all communications with coaching staff will occur in an area that is public, viewable, and interruptible at all times.
- Understand that all athletes are representatives of High Altitude Swim Club. Any social media post that is made that can be determined as racist, sexist, homophobic, obscene, or profane material of any kind will not be tolerated. Failure to comply with this will result in immediate disciplinary action determined by the coaching staff and board of directors.
- Understand that I may not "friend" or "follow" a coach on social media or send them personal messages via any social media platform.
- Understand that I may only communicate with coaches during the hours listed within this handbook
- Understand that I may be contacted outside of the designated hours listed in this handbook by coaches if there is an emergency.
- Understand that coaches will perform random sweeps of the locker room before and after practice to ensure safety and to monitor behavior.
- Understand that I am to respect all equipment owned by High Altitude Swim Club and to treat all facilities with respect.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.

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 Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

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; and

d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions or Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session

V. Coach-Athlete Physical Contact When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

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 massage therapist 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 a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

Team Travel Policy for High Altitude Swim Club

Purpose:

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

Section 1

USA Swimming Required Policies Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

d. 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. (305.5C)

Section 2

a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.

d. 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.

e. 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).

f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

i. Curfews shall be established by the team or LSC staff each day of the trip.

j. 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.

k. The directions & decisions of coaches/chaperones are final.

l. Swimmers are expected to remain with the team at all times 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.

m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete

Section 3

Other Policies to Consider The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or theft at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Code of Conduct / Honor Code

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies. All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.

www.usaswimming.org/protect

b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.

c. The possession or use of alcohol or tobacco products by any athlete is prohibited.

d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

e. No “deck changes” are permitted. Athletes are expected to use available change facilities.

f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the High Altitude Swim Club.

Athlete behavior must positively reflect the high standards of the club (or LSC).

a. 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:

i. Dismissal from the trip and immediate return home at the athlete’s expense;

ii. Disqualification from one or more events, or all events of competition;

iii. Disqualification from future team travel meets;

iv. Financial penalties;

v. Dismissal from the team; and/o

vi. Proceedings for a LSC or USA Swimming National Board of Review.

b. Swimmers are to refrain from inappropriate physical contact at team activities and events.

c. Swimmers are to refrain from use of inappropriate language.

HIGH ALTITUDE SWIM CLUB PHOTOGRAPHY/VIDEO POLICY

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

1. The publishing of a photograph of a 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 parent/legal guardian consent per the attached form.
2. A parent or legal guardian has a right to 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.

PHOTOGRAPHY AND VIDEO CONSENT FORM

High Altitude Swim Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in accordance with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____ I allow the following (Circle consent given or consent refused)

Take photographs to use on the club's secure website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Signed: _____

Dated: _____

High Altitude Swim Club (HASC) Policies & Handbook Agreement Form

- I understand that by signing the High Altitude Swim Club Policies & Handbook Agreement Form, I have read the team handbook and understand and agree to it, the team's MAAPP policy, Anti-Bullying Policy, & have completed the Photography/Video policy form.
- By signing this form, I acknowledge that I understand all portions of this handbook and do not have any questions pertaining to the handbook.
- I understand that if I have any questions regarding this handbook – that they should be addressed to the HASC Board of Directors for further explanation.
- I understand that this handbook is in compliance with USA Swimming's policies, MAAP policies, & safe sport policies.
- I understand that this handbook will be reviewed annually for any changes or additions that must be made.
- I understand that any changes made to this document will be made public to the team by the parent board via email, team unify, & the team app.
- I understand that HASC will keep a record of all Handbook Agreement Forms & Photography/Video policy forms on record for no less than 7 years.
- I understand that this document is made public and can be found on Team Unify or on the Team App at all times.
- I understand that my athlete may not participate in HASC until they have signed this document.
- I understand that my athlete may not participate in High Altitude Swim Club until they have had a parent/guardian sign this document
- I understand that this agreement must be signed on an annual basis to ensure compliance with HASC & USA Swimming.

Parent/Guardian Signature

Date

Athlete Signature

Date