

**Barrington Swim Club  
Policies and Procedures**

**Version R4.00.00**

**Effective:  
September 1, 2008**

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## Policies

### **100. General**

1. The policies and procedures are approved by the Barrington Swim Club Board.
2. The Board shall review and update the policies following the new board election at the Annual General Meeting.

### **101. Club Registration and Governance**

1. Barrington Swim Club shall be registered with the Illinois Local Swimming Committee of USA Swimming, Illinois Swimming Inc. (ISI).
2. All activities shall be conducted according to the rules and codes established by Illinois Swimming Inc (ISI) and USA Swimming.
3. All Board members shall be duly registered as current members of USA Swimming.
4. All swimmers shall be duly registered as current members of USA Swimming prior to entering the water.
5. All meets hosted by Barrington Swim Club shall be sanctioned by Illinois Swimming Inc. With the exception that coaches may run a simulated meet at the start of the season which would not be sanctioned.

**102. Board of Directors**

1. Board positions in accordance with club by-laws are listed in Figure 1.

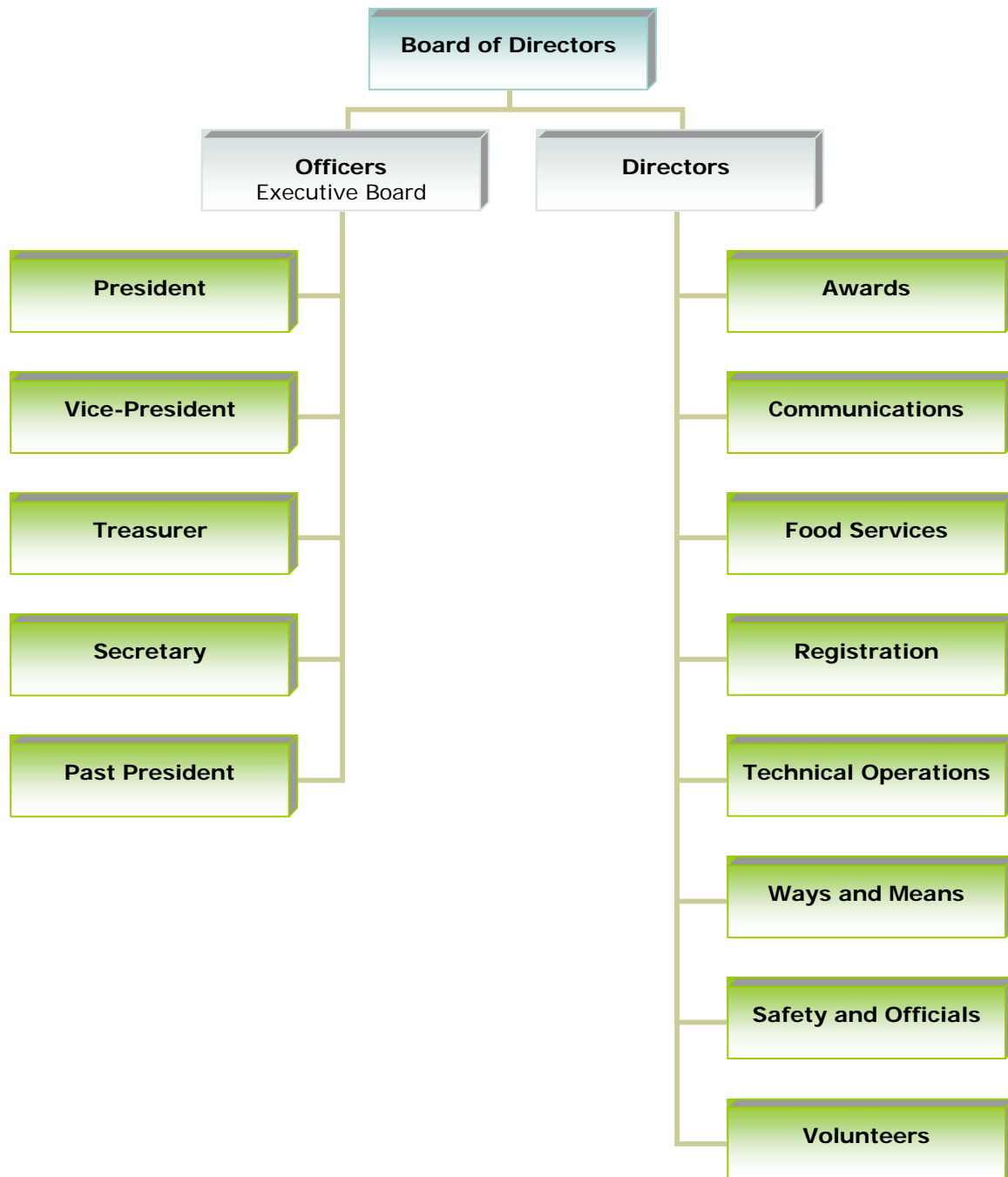


Figure 1. Board of Directors

**103. Registration**

1. Eligibility
  - A. In order to be eligible to register for club:
    - (1) The swimmer shall reside within Illinois School District 220 boundaries.
    - (2) The swimmer shall be age six or older at the date for determining practice group.
    - (3) The swimmer shall read the "BSC Swimmer Code of Conduct" and shall sign the code of conduct contract.
    - (4) The parent or legal guardian shall read the "BSC Parent or Guardian Code of Conduct" and shall sign the code of conduct contract.
    - (5) Renewing swimmers shall have met the "Qualifications for Team" for the previous season.
    - (6) Renewing swimmers shall have their accounts paid in full by April 1<sup>st</sup> following Fall/Winter Season and September 1<sup>st</sup> following the Spring/Summer season. Failure to pay outstanding fees shall result in ineligibility for membership renewal.
    - (7) Swimmers joining club shall have been invited to join by coaches after coaches have observed the swimmer.
2. Fees
  - A. Refund Policy
    - (1) If a swimmer is moving out of District 220, the refund will be prorated after deducting the ISI fee and a \$25.00 processing fee.
    - (2) A refund will be granted if a written request is made within the first week of practice. The refund will be minus the ISI fee, and minus a \$25.00 processing fee.
    - (3) No refunds will be granted after the first week of practice.

**104. Parent or Guardian Responsibilities**

1. Accounts shall be paid in full before a swimmer may enter the water.
2. Swimmers shall be the responsibility of their parent or guardian except when they are on deck during assigned practice time. Parents and guardians are strongly encouraged to accompany the swimmers before and after practice and where possible to supervise the locker rooms.
3. Unaccompanied swimmers shall not arrive more than fifteen minutes prior to scheduled practice start.
4. Parents or guardians shall not talk to coaches while practice is in session.
5. Swimmers are encouraged to check their folders after each practice.
6. Late Pickup Fee
  - A. A late fee shall be assessed to each family for every fifteen minutes past the designated collection deadline time that the swimmer has not been collected. These include post practice and club events as well as when transportation is provided to club events, typically a bus returning from a dual meet.

- B. The late fee shall be \$25 for each fifteen minutes or part thereof. For example, a late pickup of 16 minutes will be assessed a fee of \$50.
  - C. The swimmer may not enter the water until late fees are paid.
7. Parents or guardians are not permitted on pool deck at any time during practice or at meets unless specifically involved as a volunteer and assigned a position that requires them to be on deck.

### **105. Apparel**

- 1. At the start of each season club suits and caps shall be available for purchase.
- 2. Swimmers that are required to wear a cap shall wear a team cap at all meets.
- 3. Swimmers are encouraged to wear team suits at meets.

### **106. Qualifications for Team**

- 1. Swimmers shall be eligible to renew their membership with the club provided that all qualifications for team are met.
- 2. Swimmer Requirements
  - A. The swimmer shall attend 50% of eligible practices.
  - B. The swimmer shall participate in 50% of age appropriate sessions at USA meets.
  - C. The swimmer shall participate in required end of season meets:
    - (1) Silver Conference – strongly recommended
    - (2) Gold Conference – required if selected by coaches
    - (3) Illinois State Regional Championship – required if selected by coaches
    - (4) Illinois Age Group State Championship – required if selected by coaches
    - (5) Illinois Senior State Championship – required if selected by coaches
    - (6) All other post season meets – optional
    - (7) For each swimmer, coaches may designate an alternate State Championship meet as the end of season requirement, such as Speedo Sectionals instead of the Senior State.
    - (8) Each swimmer is encouraged to attend all post season meets for which they are qualified, but shall only be required to attend a maximum of Gold Conference, Illinois State Regional Championship and one coach designated Championship Meet.
  - D. If the swimmer requirements are not met, the following shall apply:
    - (1) The swimmer shall no longer be eligible for automatic membership renewal for the following season.
    - (2) The swimmer shall be required to try out for the team.
    - (3) The swimmer shall not qualify for early registration discount.
- 3. Family Volunteer Requirements:

- A. These requirements apply to each meet with the exception of any Championship Meets hosted by the Club.
  - B. The family shall provide a session of volunteer effort per swimmer for each session that the family has a swimmer participating for meets hosted by Barrington Swim Club.
  - C. The family shall provide volunteer effort at away meets as assigned by volunteer coordinator.
  - D. If the Family Requirements are not met, the following shall apply:
    - (1) The family shall pay an additional fee of \$100 per session not worked.
4. Championship Meet Volunteer Requirements
- A. These requirements apply to State Championship Meets hosted by Barrington Swim Club. The family shall:
    - (1) The family shall provide a session of volunteer effort associated with the championship meet for each session in which the family has swimmers.
    - (2) Families that do not have any swimmers in the meet shall provide a session of volunteer effort for each swimmer that they have in the club.
    - (3) The family shall provide a minimum of volunteer sessions equal to the number of swimmers that the family has in the club.
  - B. If the Championship Meet Volunteer Requirements are not met, the following shall apply:
    - (1) The family shall pay an additional fee of \$100 per session not worked for failure to meet the Barrington Hosted Championship Meet Requirements.
5. Tracking
- A. Swimmer Requirements
    - (1) Coaches shall determine if a swimmer has met the swimmer requirements.
    - (2) During the season coaches shall provide a written report that indicates the number of practices attended and attendance for season to date.
    - (3) Attendance reports shall be provided monthly to each swimmer.
    - (4) Coaches shall advise swimmers of the minimum number of meet sessions to be attended at the start of the season.
    - (5) Attendance at swim meets will be tracked by coaches but it is the responsibility of swimmers to keep track of whether they have met their meet participation commitment.

- B. Family Requirements
  - (1) Whether a family has met the family requirements shall be determined by the Volunteer Coordinator.
- 6. Notifications
  - A. Each family shall be contacted with details as to which requirements were not met and the appeal process.
- 7. Appeals
  - A. Families shall have ten days to appeal.
  - B. Appeals may be granted with the unanimous approval of the Volunteer Coordinator and two Executive Board Members where the family has provided clear evidence which provides cause for reversal. All reversals shall be reported to the Board.
  - C. All other appeals shall be reviewed for approval by the Board.

Please refer to Section 300 "Guidelines for Interpretation of Qualification for Team Requirements" on Page 13.

## Procedures

### 200. Code of Conduct

Administration of the Code of Conduct is the responsibility of coaches and the Board.

All members of the club, parents, officials and spectators may approach the coaches or Executive Board with any concerns and they will be given due process.

The text below applies to the implementation of the swimmer code of conduct. Violations of the parent or guardian code of conduct shall follow this approach, any consequences that are applied will be determined according to the situation.

#### 1. Levels of Misconduct

The following list of conduct categories represents a continuum of misbehaviors based on the seriousness of the act and the frequency of occurrence. The infractions classified at Level I are relatively minor and involve acts which only minimally interfere with the orderly conduct of club operations. Often these Level I misbehaviors take the form of simple practice disturbances which do not disrupt the learning of other swimmers or which involve minor infractions of general rules and represent no further threat to the health and safety of others. By contrast, Level IV misconducts may involve criminal acts and are so serious that they represent a direct and immediate threat to the welfare of other individuals. These acts (Level IV) often require interventions by law enforcement authorities.

At the two levels between these extremes, the seriousness of the misconduct remains a primary classification factor but the frequency of occurrence also plays a significant role in determining the most appropriate disciplinary response. For example, minor misconduct appropriately classified at Level I could move to Level II and subsequently to Level III if the act persisted after intervention had been attempted at a lower level. Although the seriousness of the infraction remains the same, the frequency of occurrence requires it to be classified at a high level where a different set of disciplinary responses could be applied.

In terms of seriousness, most Level II misbehaviors could probably be characterized as "victimless infractions," since they generally do not involve the welfare of others but could have a serious effect on the swimmer's own progress. On the other hand, misconducts in Level III take on added gravity because they frequently involve a violation of the personal or property rights of others.

#### 2. Disciplinary Response Procedures and Response Options

Accompanying the list of conduct categories in the chart are the disciplinary procedures and response options suggested at each level. Procedures are viewed as minimal actions which must take place at each level.

The degree of formality, flexibility, and discretion exercised in applying these disciplinary responses changes markedly from Level I to Level IV. Depending upon the circumstances involved, it will sometimes be appropriate to use options from a lower level to deal with higher level infractions. The converse is not recommended. High level options should not be used to respond to lower levels of misconduct. More severe options should be used for less serious infractions only when the offense is repeated or when lower level options fail to correct misconduct.

#### 3. Responsibilities

In order for the list of conduct categories structure to be translated into an effective discipline system, each member of the coaching staff and Board must thoroughly

understand the structure and must accept responsibility for making the system work. Coaches and Board members who assume that their role is strictly to teach or administer and that discipline is someone else's job are undermining the system and not being fair to all club participants.

It is strongly emphasized that when an incident occurs, it does not have to be personally observed by a coach or Board member in order for the procedure to be initiated.

Although every staff member plays a part in the overall discipline system, the chart offers directions about who would have responsibility for the disciplinary response at each level. At Level I, for example, responsibility falls on the coaches, since misbehavior at this level usually occurs in the pool or other settings under the coaches' control or supervision. Occasionally, the coach will have to call on other people for assistance, but the responses at this level usually do not require intervention by the Executive Board.

Infractions at Level II to Level III almost always require that the Executive Board be involved at some point. At these levels, misbehaviors are serious enough or occur often enough to demand special attention from someone other than the coach.

4. Discipline and Record Keeping

The Incident form is to be used whenever a violation of the code of conduct occurs. This form requires a statement as to the nature of the offense and the action taken prior to the referral. It is essential that an accurate history be kept of the problem in case information is needed as part of a hearing or appeal process. Keeping well organized discipline records on all levels will help increase the chances that all options have been exhausted in the effort to change a club member's behavior and that coaches and Board have played their appropriate parts in the process. Even low level infractions must be recorded, so that parents are notified and aware of possible future consequences.

When an infraction occurs, it will remain on record and be considered for escalation with repeated occurrences for one year from the date that the incident occurred.

5. Level Examples and Consequences

Level Examples	1 <sup>st</sup> and 2 <sup>nd</sup> Occurrence (within one year)	Subsequent Occurrences (within one year)
Level I		
? Practice or Meet disturbance  ? Willful disobedience of coaches instructions (such as failing to wear team cap at a swim meet when requested)	Coaches Intervention.  Coaches shall complete incident report.  Swimmer may be excused from the remainder of practice or meet (must remain on deck unless accompanied by a parent or guardian).  Coaches meet with swimmer.  Parent or guardian notified by phone.	Response moves to Level II

Level II		
<p>? Disrespectful language or gestures</p> <p>? Failure to follow disciplinary actions</p>	<p>Coaches and Executive Board Intervention</p> <p>Coaches or Executive Board Member shall complete Incident Report.</p> <p>Swimmer shall be excused from practice participation until meeting has been held to discuss the incident with parent or guardian, swimmer, coaches and Executive Board member.</p> <p>Coaches and Executive Board Member shall meet with parent or guardian and swimmer.</p>	Response moves to Level III
Level III		
<p>? Falsifying coach or parent signatures</p> <p>? Insubordination to a coach, parent, official, club members or spectators</p> <p>? Use of racial or derogatory terms</p> <p>? Threatening another swimmer</p> <p>? Deliberately causing damage to property of others</p>	<p>Coaches and Executive Board Intervention</p> <p>Coaches or Executive Board member shall complete Incident Report.</p> <p>Swimmer is excused from all club activities for a minimum of one week; this may include practices, meets and team building events.</p> <p>Coaches and Executive Board Member shall meet with parent or guardian and swimmer.</p>	Response Moves to Level IV

Level IV		
<ul style="list-style-type: none"> <li>? Fighting</li> <li>? Harassment or chronic threatening or intimidation</li> <li>? Vandalism</li> <li>? Stealing</li> <li>? Use of tobacco products, alcohol or illegal substances</li> <li>? Possession or transfer of dangerous weapons, alcohol, and illegal substances</li> <li>? Extortion</li> <li>? Assault</li> <li>? Tampering with fire alarm or extinguisher</li> <li>? Leaving school property while under coach supervision</li> <li>? Possession of incendiary devices.</li> </ul>	<p>Coaches and Board Intervention</p> <p>Coaches or Board member shall complete Incident Report.</p> <p>Swimmer is suspended from rest of season. Swimmer must try out for next season.</p> <p>Meeting with Parent or Guardian and swimmer, and possibly law enforcement agencies.</p>	<p>Suspension, expulsion, referral to outside law enforcement agencies, and filing of charges.</p> <p>No refunds will be made in the event of suspension or expulsion.</p>

**300. Guidelines for Interpretation of Qualification for Team Requirements**

## 1. Swimmer Requirements

## A. Practice Attendance

- (1) Numerator – number of practices attended during regular season. Practices held after Silver Conference Meet are not counted.
- (2) Denominator – number of practices held during regular season. Practices held after Silver Conference Meet are not counted.
- (3) Coaches may also schedule additional practices as pool availability permits. These practices are added to the numerator for those that attend but are not added to the denominator.
- (4) Practices missed while attending any camps, swimming or otherwise, shall be considered missed practices.
- (5) Practices that are missed due to a medical condition will be removed from the denominator provided that satisfactory medical evidence is provided. For swimmers with chronic conditions, such as asthma, coaches' discretion may be used.

## B. Meet Sessions

- (1) Numerator – number of meet sessions attended, including Dual Meets
- (2) Denominator – meets sessions as identified in the pre-season sign up according to age group. For meets on multiple days, only the Saturday and Sunday sessions shall count.
- (3) Meets that are missed due to a medical condition will count as attended, provided that the swimmer was originally entered and satisfactory medical evidence is provided. For swimmers with chronic conditions, such as asthma, coaches' discretion may be used.

## C. Championship Meets

- (1) Swimmers must attend all the required meets.

## 2. Family Requirements

### A. Regular Season

- (1) Families must work with the volunteer coordinator to address any special needs. Where families cannot work at meets they should work with the volunteer coordination to help the club in other ways.

### B. BSC hosted State Championship Meet (Regionals, Age Group State, Senior State)

- (1) A session of volunteer effort means that a volunteer works during a session as assigned by the Volunteer Coordinator.
- (2) Families shall provide a session of effort for each session in which they have swimmers.
- (3) Families shall provide a session of effort for each swimmer that is not participating in the meet.
- (4) The minimum number of sessions that should be worked is the number of swimmers that each family has in the club.
  - i. Examples:
  - ii. Two swimmers, one in a single session, the other not in the meet. Family shall provide two sessions of effort.
  - iii. Two swimmers, one in two sessions, the other not in the meet. Family shall provide two sessions of effort.
  - iv. Two swimmers, in three sessions. Family shall provide three sessions of effort.
  - v. Three swimmers, none in the meet. Family shall provide three sessions of effort.
  - vi. Two swimmers, two in one session, one in another. Family shall provide two sessions of effort.
- (5) Alternatives to working during the meet must be approved by the Volunteer Coordinator ahead of the meet.
- (6) All Club families are required to participate.

## References

### 400. Code of Conduct Standard Text

1. The "Swimmer Code of Conduct" shall read as follows:

#### **BSC Swimmer Code of Conduct**

I understand it is a privilege and an honor to be a member of the Barrington Swim Club (BSC). As a member of BSC, I agree to follow this Code of Conduct. I also understand that if I make choices which do not conform to this important set of rules, I will be at risk for disciplinary action (see Discipline Protocol) which may limit my privileges and might lead to expulsion from the team:

1. **A BSC Swimmer is all about SPORTSMANSHIP!**
  - I will not act like a bully! (Intentionally hurt or make discouraging remarks or Create a negative environment for my teammates or opponents)
  - I will use my hard work and talent to win races – not my words.
  - I will not boast when I win, and I will be courageous when I lose.
  - I will remember that I represent the community of Barrington and BSC. Everything I do – good, bad, and indifferent – is a reflection on my community and my club.
2. **A BSC Swimmer is all about RESPECT!**
  - I will be respectful and polite to my coaches and parents or guardians.
  - I will not swear, talk back, or use disrespectful language.
  - I will respect personal space: I will not push, hit, spit, or inappropriately touch others.
  - I will act with respect and honor. I will never use racial slurs or derogatory comments which make teammates or opponents feel uncomfortable, intimidated or degraded.
  - I will respect personal property: I will not harm, destroy, litter, or trash property. This also means locker rooms, pool decks, landscaping, hallways, etc)
  - I will respect the private property of others. I will never steal or harm the private possessions of others.
  - I will respect my coaches and teammates by arriving on time to practice and meets.
  - I will respect and believe in myself. I will not use tobacco products, illegal drugs or alcohol.
3. **A BSC Swimmer is all about SPIRIT!**
  - I will cheer my teammates, promote team spirit and morale.
  - I will lift the spirits of my teammates when they are down.
  - I will wear my BSC apparel with pride and do my best to follow the spirit of the Code of Conduct outside my BSC activities.
4. **A BSC Swimmer is all about ACCOUNTABILITY!**
  - I understand that I must attend a minimum of 50% of all eligible practices or I will forfeit my place on the team, at the end of the season.
  - I understand that I must attend a minimum of 50% of my age group USA meet sessions or I will forfeit my place on the team, at the end of the season.
  - I understand that I will participate in all end of season championship meets as determined by my coaches, or I will forfeit my place on the team.
  - I understand what it means to be a BSC swimmer. I will be accountable for all my actions!

2. The "parent or guardian code of conduct" shall read as follows:

**BSC Parent or Guardian Code of Conduct**

I understand it is an honor and a privilege for my child to swim with Barrington Swim Club (BSC). I also understand that BSC is a private organization dependent upon active parent or guardian participation. As a parent or guardian of a member of BSC, I agree to follow this Code of Conduct.

**1. A BSC Parent or Guardian is all about SPORTSMANSHIP!**

- I will be a positive role model for my swimmer and for BSC by using proper language, attire and manners.
- I will encourage and support my swimmer and all BSC swimmers.
- I will teach my child to be modest in winning and gracious in losing.

**2. A BSC Parent or Guardian is all about RESPECT!**

- I will demonstrate positive support for all swimmers, coaches, officials, volunteers and spectators at every meet, practice or other swimming event.
- I will demand that my child treat other swimmers, coaches, officials, volunteers and spectators with respect.
- I will make sure that my child arrives on time to practices and meets.
- I will respect practices: If I need a discussion with a coach, I will contact the coach before, after or outside of practice for a discussion.
- I will be responsible for the actions and conduct of my child.

**3. A BSC Swimmer is all about ACCOUNTABILITY!**

- I understand that my child must attend a minimum of 50% of all eligible practices or forfeit their place on the team, at the end of the season.
- I understand that my child must attend a minimum of 50% of my age group USA meet sessions or forfeit their place on the team, at the end of the season.
- I understand that my child will participate in all end of season championship meets as determined by my coaches, or forfeit their place on the team.
- I understand that for home meets I will volunteer for a minimum of one session in which my swimmer is swimming and whenever needed at away meets, or forfeit their place on the team at the end of the season.
- I understand that I will volunteer for a minimum of one full session, for each swimmer I have on the team, for any championship meet hosted by BSC as needed, regardless of whether or my swimmer is entered in the meet, or forfeit my child's place on the team.
- I understand what it means to be a BSC parent or guardian. I will be accountable for all my actions!

3. The "Code of Conduct Contract" shall read as follows:

## Code of Conduct Contract

FAMILY NAME: \_\_\_\_\_

### SWIMMER CODE OF CONDUCT

***A signature from the swimmer is a required component of the BSC registration process.***

I have read and understand the BSC Swimmer Code of Conduct. My signature represents my pledge to follow the BSC Code of Conduct. If I choose to break this code, I understand that I will face disciplinary actions which may put my privileges as a BSC swimmer at risk of suspension or even removal from the club.

Swimmer signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT OR GUARDIAN CODE OF CONDUCT

***A signature from a parent or legal guardian is a required component of the BSC registration process.***

I have read and understand the Parent or Guardian Code of Conduct. My signature represents my family's commitment to follow and support the BSC Code of Conduct. If my family violates this Code of Conduct, I understand that my family's privileges as members of BSC will be at risk, by BSC Board discretion. Following Board discussion, I understand disciplinary action might include, but is not limited to: suspension of pool and meet privileges (parent, guardian or swimmer), financial ramifications, or termination from BSC.

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_