SRVA Policies & Procedures (revised 3.17.2015)

AGE GROUP PROGRAM

Finance Policies

Policy 1 – Team Registration

First and last month's dues are due at the time of registration. In addition, the following paperwork must be completed and presented to the SRVA Head Coach to complete registration with the team:

SRVA Registration Form

San Ramon Olympic Pool Waiver

USA Swimming Registration Form with required fees, if applicable

SRVA Medical Release Form

Policy 2 – Payment of SRVA Invoices

All SRVA invoices must be paid through the auto-pay functionality currently administered through the SRVA website. Each member family must sign-up for auto-pay via EFT or credit card. Please contact the SRVA Treasurer with any questions or to obtain an exception to this policy.

Policy 3 – Due Date for Payment of SRVA Invoices

SRVA invoices must be paid by 6pm on the 1st of the invoice month ("Due Date"). If an invoice is not paid by the Due Date, a $10 late fee will be added to the member family's invoice. In addition, if an invoice is not paid within 30 days of the due date, the SRVA athlete will no longer be permitted to swim with the team. In addition, per the SRVA Restated By-Laws, the member family's membership with SRVA will be terminated.

Policy 4 – Leave of Absence

SRVA offers the ability for a swimmer to take a Leave of Absence from the team for an entire calendar month. Any swimmer taking a LOA will be charged a $100 LOA fee per swimmer per calendar month. The monthly LOA period will be from the 1st of the calendar month until the final day of the calendar month. One LOA payment cannot span two months. If the SRVA Treasurer is not notified by the 1st of the month you are responsible for paying the monthly dues**.** (Notifying the coach is NOT sufficient.)

Policy 5 – No Pro-Rating of Swim Fees

With the exception of the first month on the team, swim fees are based on a full month of swimming. A swimmer's fees will not be pro-rated for any reason.

Policy 6 – Multiple Child Discount

The multiswimmer discount applies only to the monthly dues. The first swimmer pays full fee. Each additional athlete will receive a $50 discount off of the monthly dues. The discount does not apply to any SRVA Master's Athlete.

Policy 7 – Resignation from the SRVA Team

For each swimmer, a member family must provide a 30 day written notice to the SRVA Treasurer and the Head Coach of the swimmer's intent not to continue with SRVA. The notice must be received prior to the 1st of the calendar month of the swimmer's final calendar month with SRVA. If notice is not received by the 1st of the calendar month, then the swimmer's final month will be the next subsequent calendar month.

Policy 8 – Invoice Charges

The SRVA Family (as defined in SRVA's Restated By-Laws) is responsible for all invoice charges related to monthly swim fees, failure to work fees for both home and away meets, and any travel related charges (including but not limited to airfare, hotel, rental vehicles & gas).

Policy 9 – Developmental Meet Travel – SRVA Covered Costs

The SRVA Senior Coach would select up to 2 travel swim meets a season (total of 4 meets possible per year) where SRVA would pay for transportation costs to and from the swim meet for those athletes who have achieved a Sectional Swim Standard and approved by the Head Coach. The covered costs would include van rental, gas and airfare for the trip. It does not include hotel or other incidentals. The eligible athlete and parent would decide if the athlete will attend the meet at the time travel arrangements for the athletes are made. If the athlete and parent decide after the travel arrangements are made, SRVA will only cover those costs that would have been applicable when the initial travel arrangements were made.

Policy 10 – College Swimmers

For visiting college students, SRVA will charge the athlete 2 months of Senior dues payable on the date the athlete starts. If the athlete swam with SRVA for their entire High School career (9-12 grade) the athlete will not be charged a fee for them to swim with the Senior practice group.

Policy 11- Split Swimmers

No member family shall be allowed to split age-group swimmers between/among multiple USS swim teams and remain an active member family with SRVA.

<u>Meet Policies</u>

Policy 20 – Volunteer Requirement for SRVA Home Meets

Every member family must fulfill the required number of volunteer shifts at SRVA hosted meets as indicated by the volunteer coordinator. A member family's failure to work the required number of shifts will result in a $100 "Failure to Work" fee per shift. As a reminder, in order to sign-up for a shift you will need to sign into the SRVA website, enter the events tab, and click on Job Sign-Up. The open shifts will then be visible.

Once a family signs up for a specified volunteer shift, the individual must report to the area lead within 10 minutes of the start of the shift and stay for the entire shift unless dismissed by the area lead or meet director. If the individual does not arrive within this time frame, the member family will not be given credit for volunteer shift and will be charged the "Failure to Work" fee.

Policy 21 – Volunteer Requirement for Away Meets

If a swimmer is attending an away meet, the swimmer's member family must perform lane timing for the specified number of shifts. A member family is not required to perform lane timing services if your swimmer is not attending the meet. As a reminder, in order to sign-up for a shift you will need to sign into the SRVA website, enter the events tab, and click on Job Sign-Up. The open shifts will then be visible.
If a family fails to perform lane timing when open slots are available, or fails to show up for their shift, the family will be charged a $20 "Failure to Work" fee on their invoice. Once a family signs up for a specified volunteer shift, the individual must report to the timing chair within 10 minutes of the start of the shift. If the individual does not arrive within this time frame, the member family will not be given credit for volunteer shift and will be charged the "Failure to Work" fee.

Policy 22 – SRVA Hosted Meet Volunteer Lead Roles

Volunteer Lead Positions for SRVA hosted meets, must be filled by Member Families. These positions include; Lead Set Up/Take Down, Café Lead, Hospitality Lead, Check In Lead, Awards Lead, Head Marshal, Volunteer Job Assignment Lead and Computer Room Operator. These positions are appointed by and report to the Meet Director.

Policy 23 – Swim Meet Café Money Management

All cash transactions at the Café must be processed via the team cash register. Cash register operators are appointed by the Treasurer and/or Meet Director. Café volunteers will not operate the cash register. Only the Treasurer and Meet Director shall collect money from the cash register and must do so with one additional meet lead or BOD member. Money will be collected, in this manner, during Café operation. Money will be collected and held in the team locker until the conclusion of each day of the meet. At the conclusion of each day, the Treasurer and the Meet Director will count and log the monies collected.

Other

Policy 30 – Team Travel Policy

SRVA follows the travel policy guidelines established by USA Swimming. Included in the SRVA team travel policy are the mandatory Code of Conduct stipulations as set forth in the USA Swimming Rulebook applicable to all USA swimmers.

1) SRVA team travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team for every team travel trip.
2) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
3) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, legal guardian, sibling, or spouse of that particular athlete).
4) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
5) 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.
6) Athletes should not ride alone in a coach's or chaperon's vehicle. At minimum two athletes must travel together in the vehicle along with the coach or chaperon. Exceptions can be made when prior written parental permission is obtained.
7) SRVA coaching staff will establish written travel meet eligibility requirements in advance of the meet.
8) Estimated travel costs to be provided in writing from SRVA in advance to parents/legal guardians.
    a. Itinerary including drop off & pick up locations and times to be provided to parent/legal guardian by SRVA administration for each trip.
    b. Parent is responsible for getting swimmer to stated travel departure/pick up point.
9) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers will ideally stay in nearby rooms. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parent/ legal guardian.
10) When only one athlete and one coach travel to a competition, prior to the competition the coach should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
11) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.
12) A copy of the SRVA Travel Code of Conduct must be signed by the athlete and his/her parent or legal guardian. (See Code of Conduct policy attached.)

13) Each athlete will be required to provide the signed SRVA Medical Release Form prior to the travel meet. This form must be signed by the parent/legal guardian.
14) SRVA will carry to travel meets a signed Medical Consent or Authorization to Treat Form for each athlete.
15) Curfews shall be established by the SRVA coaching staff for the duration of the trip (may vary by day).
16) SRVA coaching staff, swimmers and chaperone(s) traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
17) Swimmers are responsible for travel expenses incurred. Swimmers should not request room service or hotel incidentals (i.e. movies or phone calls) without prior approval from the coach or chaperone. Swimmers are responsible for any damage to their hotel room.
18) The directions & decisions of SRVA coaches/chaperones are final.
19) 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.
20) When visiting public places such as restaurants, shopping malls, movie theatres, swimmers will stay in groups of no less than three persons. If three athletes are not present, then the coach and/or chaperone must be present.
21) Families attending travel meets must respect the rules of the SRVA team travel policy including the need for swimmers to remain with the team unless prior approval from coach is obtained.
22) The Head Coach or his/her designee shall make a written report of Travel Policy or Code of Conduct violations to the SRVA Board and the parent/legal guardian of any affected minor athlete.

Policy 31 – Team Travel Code of Conduct
This Code of Conduct governs current SRVA athletics participating in SRVA swim programs and is valid the entire swim year.

Purpose: The purpose of this code is to promote individual, team and program responsibility which supports the development of first class swimmers at all times.

Code of Conduct:

Part 1: General Code of Conduct Rules

a. All team members, team staff, and parents of minors are apprised in writing of this SRVA Code of Conduct, Travel Code of Conduct and the attached USA Swimming Code of Conduct. A signature of Parent and Child on this document constitutes unconditional agreement to comply with the stipulations of all documents.

b. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
c. Team members are to refrain from use of inappropriate language.
d. Team members are to refrain from inappropriate physical contact at team activities and events.
e. 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.
f. Team members must keep pool areas well maintained and are responsible for cleaning up after themselves. In addition, team members must assist with team equipment movement and assembly i.e. team tent.
g. The possession or use of alcohol or tobacco products by any athlete is prohibited.
h. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
i. 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 SRVA swim team reflecting the high standards of SRVA.

<u>Part 2: Violations of Code of Conduct Rules</u>

a. Failure to comply with the Code of Conduct rules as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

Dismissal from the trip and immediate return home at the athlete's expense.
Disqualification from one or more events, or all events of competition.
Disqualification from future team travel meets
Financial penalties
Suspension or Dismissal from the team
Proceedings for a SRVA Board review

Policy 32 – SRVA Chaperone Guidelines

1. The coach coordinating the travel trip selects a head chaperone who in turn selects chaperones for the trip with the approval of the head coach.
2. There should be enough chaperons for the number of swimmers attending. The head coach makes the determination of the number of chaperons.
3. Chaperones will be assigned a group of swimmers, and at all times the chaperones must know what the swimmers are doing and where they are. The curfew must be maintained at all times. While swimmers are among the finest young people anywhere, they are also typical young people, and they can think of many things to do that are unacceptable.

Chaperoning means monitoring activities and stepping in when the lines of acceptability are being approached.

4. SRVA has a Code of Conduct drawn up by parents and coaches; all swimmers are aware of the Code and are expected to adhere to it while traveling to and from meets and, during the meets. Chaperone(s) need to emphasize mutual respect and expect the best from those they are responsible for. Chaperones must respond quickly to bad behavior and handle difficult situations in a positive manner. Chaperone(s) must report any Code of Conduct violations to the head coach immediately following the incident.
5. Chaperone assignments whenever possible will be made so that chaperone(s) will be able to see their children swim, but chaperone(s) must accept the fact that this may not always be possible.
6. Swimmers are responsible for their own money while traveling. Chaperones may hold the money poolside for the sake of security, but chaperones should not be used as "personal bankers" who keep track of all the money that is spent.
7. Chaperones may not smoke or consume alcohol at any point during the trip.
8. Chaperones will need to attend a meetings called by the head coach coordinating the trip.
9. Chaperones need to be informed at all times about the meet and travel schedule, and to help inform the swimmers about the meet and travel schedule.
10. Chaperones need to carry Emergency Information & Medical Authorization forms for swimmers at all times.
11. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
12. Chaperones will work with head coach to manage meals in an orderly fashion. This can include collecting monies, buying food and dispersing it.
13. Chaperones should try and evaluate local food options for swimmers in advance of the swim meet. If possible communicate this information to the swimmers before travel (i.e. local grocery option is available). This will allow for swimmers to best prepare for the meet and, also help ensure that meal process is efficient and reflecting the nutritional values of athletes. Chaperones should try to help swimmers make good meal choices for a swim meet situation.

Policy 33 – Team Travel Required Forms

SRVA Athletes and Chaperones must complete and return the following travel forms prior to traveling with the team:

SRVA Team Travel Policy
SRVA Travel Code of Conduct
SRVA Medical History Questionnaire
SRLVA Emergency Contact & Medical Release Form
Chaperone Code of Conduct

If an athlete does not complete the required forms, the SRVA Head Coach has discretion as to whether to allow the SRVA Athlete to travel with the team.

Policy 34 – Open Water Age Group Swimming

While SRVA is not in the business of Open Water Swimming, our swimmers will always do very well because of our style of training. SRVA should encourage that development but SRVA families need to understand that Open Water is a completely different sport and that they may need to go out and purchase coaching on their own.SRVA coaches can help introduce interested swimmer and family to local Open Water coaches that can help them with the skills necessary for Open Water Competitions.

Open Water should be handled on an individual basis. If a swimmer or family is interested they can work with the SRVA Head Coach or the child's personal coach or bypass us altogether and go right to an Open Water Coach of their choice.

Policy 35 – Team Apparel Policy

Team Wear includes items of SRVA-branded wear that competitive athletes will be asked to wear to swim meets. The cohesiveness and unified look of a team embodies strength and imparts a competitive image. A unified team is a show of force! Up until now there really hasn't been a "dress code." We are looking at improving our image and showing our strength by strongly encouraging SRVA team wear at meets. When all the swimmers wear the same uniform, the team-concept is strong and visible.

When a child begins competition, they are ready to be part of SRVA on a more visible level. At a meet, when SRVA has upwards of a hundred or more swimmers competing, a "ragtag" look serves to diminish the seriousness and highly competitive nature of our team. While some area swim teams require an expensive purchase of head to toe gear, we would like to keep things affordable. Therefore, in the initial roll phase, we simply ask that the swimmer wear SRVA branded shirts that they may already have to meets.

In the future however, we will require **Team Wear** at meets in any combination of the following items:

SRVA branded t-shirts (already owned or offered in team store)
SRVA branded long sleeved shirts (already owned or offered in team store)
SRVA sweat shirt (already owned or offered in team store)
Black pants (either purchased through team store or elsewhere, any black pants will do)
SRVA sweat pants (already owned or offered in team store)
SRVA polar fleece jacket (offered in team store)
SRVA branded parkas (already owned or offered in team store)
Speedo brand swim suits or any black or blue swimsuit.

Many swimmers already own t-shirts, sweatshirts and parkas. For those that don't, they will be offered at a reasonable price. The idea is to show our strength as a team.

So, we talked about what is acceptable. What isn't? Anything not on the list! That means no graphic t-shirts, sweatshirts that are not SRVA, duckie-printed polar fleece pants. All those are great for practice, but not for a meet. When a swimmer is "on the blocks" they must be wearing a blue or black suit and an SRVA cap.

What are the repercussions? We hope that there won't be any! If families and swimmers are committed to the idea of a unified, competitive swim team, then everybody will be proud to wear the "uniform." Coaches will remind swimmers before a meet of the team wear requirements. At a swim meet if a swimmer isn't dressed appropriately, the coaches will remind the parents of the goals of the team with respect to team wear.

Policy 36 – Travel Team Uniform

For all athletes achieving a Sectional Swim Time, a uniform SRVA t-shirt and a sweat jacket will be provided to that athlete. This attire must be worn at all swim meets where the athlete is representing SRVA.

Policy 37 – USA Swimming Membership

Every SRVA athlete must be a current member of USA Swimming. If an athlete does not properly join USA Swimming, the athlete will not be allowed to swim with the team.

Policy 38 - Drugs, Alcohol & Tobacco

A Member Family shall not possess, use or be under the influence of an alcoholic beverage while attending practice or during a team event, unless otherwise expressly permitted.

An athlete shall not possess or use a controlled substance while attending practice or during a team event unless it has been prescribed for the swimmer by a physician. A "controlled substance" is any drug for which a prescription is required.

An athlete shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug. "Drug paraphernalia" means any device designed or used for the purpose of introducing a drug into the body, including, but not limited to, rolling papers, bongs and crack pipes. "Illegal" drug means any drug, which is illegal under the laws of the State of California and any drug or substance which is banned by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency. Illegal drugs include, for example, marijuana, cocaine and steroids. This prohibition shall apply at all times.

If it is discovered that a swimmer is in possession of, using or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or the legal guardian of the swimmer shall be notified.

A "team event" includes any swim meet, travel trip, event or activity in which the swimmer participates as a member of SRVA.

Policy 39- Split Swimmers

No member family shall be allowed to split age-group swimmers between/among multiple USS swim teams and remain an active member family with SRVA.

Policy 40 - Sexual Misconduct Reporting Requirements

It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 (USA Swimming Code of Conduct) to USA Swimming's Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

Policy 41 –Age Group Swimming Electronic Communication Policy

SRVA (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.

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.

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 **T**ransparent, **A**ccessible and **P**rofessional.

T*ransparent*: 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.

A*ccessible*: All electronic communication between coaches and athletes should not be considered private. SRVA reserves the right to inspect communication between coaches and athletes. It is recommended to include a parent in the communication so that there is no question regarding accessibility.

P*rofessional*: 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 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.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

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. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Subject to the general guidelines mentioned above, athletes and coaches may use email to communicate. Email shall only be used for the purpose of communicating information directly related to team activities.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Policy 42 - Athlete Protection Policies

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

1. Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult’s lap.

2. Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
3. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
4. Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.
5. Travel
    a. 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.
    b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
    c. When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
    d. Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

6. Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.
7. Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

Policy 43 - Action Plan To Address Bullying

Bullying of any kind is unacceptable at SRVA (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, 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 parent.

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 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 SRVA 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 repeated 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 (USA Swimming Code of Conduct). 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, 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 him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
        ii. ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
    c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

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

i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may 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. "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.

Policy 44 - Locker Room Monitoring Policy

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

SRVA practice facilities have a changing area that is shared with the general public. As such, there are likely to be people who are not associated with SRVA in the changing area around the time of practice.

MONITORING

SRVA has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff, coaches, parents, or other adults inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff, coaches, parents, or other adults conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

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 area:

Article 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.

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Finance Policies

Policy 101 – Payment of SRVA Invoices

All SRVA invoices must be paid through the auto-pay functionality currently administered through the SRVA website. Each member family must sign-up for auto-pay via EFT or credit card. Please contact the SRVA Treasurer with any questions.

Policy 102 – Due Date for Payment of SRVA Invoices

SRVA invoices must be paid by 6pm on the 10th of the invoice month ("Due Date"). If an invoice is not paid by the Due Date, a $20 late fee will be added to the member family's invoice.

Policy 103 – No Pro-Rating of Swim Fees

With the exception of the first month on the team, swim fees are based on a full month of swimming. A swimmer's fees will not be pro-rated for any reason.

Policy 104 – Resignation from the SRVA Team

For each swimmer, a member family must provide notice by the 20th of the preceding month in which you want to cancel to both the SRVA Master's Head Coach and the SRVA Treasurer.

Other

Policy 110 - SRVA Masters Substitute Coaching Policy

It is the Master Head Coach's responsibility to get all assigned practices covered.
Practices may be covered by any member of the SRVA Coaching Staff or by the SRVA Board approved Coaches.
Substitute Master's Coaches will be paid a BOD approved salary. SRVA Coaches who are coaching their ordinary group at the same time as Masters will not receive any additional salary.
In case of emergency or sickness:
Assistant Master's Coaches will contact the Master's Head Coach as soon as possible.
The Head Coach will make sure there is coverage for all practices.
If the Master's Head Coach has sickness or an emergency, if possible they will find coverage for practices. In extreme circumstances, they will contact the SRVA Team President and/or SRVA Head Coach.

GENERAL

Policy 201 – SRVA By-Laws

All SRVA member families must abide by the Restated By-Laws of SRVA.

Policy 202 – SRVA Code of Conduct

All SRVA member families must abide by the SRVA Code of Conduct.

Policy 203 – USA Swimming Code of Conduct

All SRVA Member Families must abide by the USA Swimming Code of Conduct.

EMPLOYEE POLICIES

Policy 301 – Reimbursement of Business Expenses

SRVA will reimburse a coach, chaperone or other authorized individual for reasonable business expenses. These expenses must be submitted monthly and no later than 60 days after they have been incurred. Business expenses include, but are not limited to, mileage, tolls, meet expenses, team equipment, filing fees, ASCA and other similar membership fees, and other pre-approved expenses.

Policy 302 –Mileage Reimbursement

Mileage shall be reimbursed at the IRS prescribed rate.

Policy 303 – Per Diem Reimbursement

The coach per diem reimbursement rate shall be $30 per day. Per diem shall only be paid for overnight stays.

Policy 304 – SRVA Employees

SRVA only employs W-2 employees. SRVA does not employ any independent contractors.

Policy 305 – Background Checks

All SRVA employees, Officials, and Meet Directors must be validly registered, (or in the process of registering,) with USA Swimming and must pass all required background checks.

Policy 306 –Hiring and Terminating SRVA Employees

Only the SRVA Board of Directors has the authority to hire and terminate SRVA employees.

Policy 307 – SRVA Time-Off Policy

SRVA pays its coaches an annual salary (paid monthly). The individual salary of each coach takes into account standard coaching requirements for the coaching position, time spent at team swim meets, and any other meetings conducted as a coach on the team.

The annual salary includes time off as follows (per annum):

August Team break following long course season : approximately 3-4 weeks

Team break in between short course & long course season : 2-3 days
Pool closure dates (typically Federal Holidays such as MLK, President's day, etc.) : 8-10 days
Team break in December generally between Christmas and New Year's (not applicable to Pre-Senior and Senior teams) : approximately 5 days

In total this amounts to roughly 3-6 weeks of paid time away per annum depending on coach.

Any additional time off outside of above mentioned dates, must be pre-approved by the Head Coach and Head Coach to bring to at least 1 SRVA Board Member for approval. The order to reach out to Board member for approval is President, Vice-President, Treasurer, Secretary then Member at Large. All additional time off requests must be presented for approval at least two weeks in advance unless the situation is beyond the employee's control (i.e. death in the family).

When putting forth a request for additional time off, please include a few key pieces of information:

Dates for time off
Coverage for practice
Reason for time off