



Handbook

2022 Long Course Season

**Written 01-01-2017
Revised April 2022**

Handbook Review

The following are some of the major points discussed in the handbook. We ask that you read through the handbook thoroughly as these items are explained in more detail.

** What's new this season **

- Swimmers are no longer required to provide their own kickboards
- Swimmers are now allowed to attend meets without their coach
- Updates to the Minor Athlete Abuse Protection Program (MAAPP)
- Addition of the Action Plan to Address Bullying (APAB) policies

Practices and Meets

- Practice attendance and meet attendance are not mandatory to be part of the team
- All swimmers must purchase fins for practice

Invoicing and Payments

- Invoicing is done through the team website
- Payments can be made by credit card through the team website. Families may also bring a check to practice
- Automatic payments can be set up through the team website
- Payments are due by the 10th of the month. A \$5.00 late payment fee will be added to your invoice if full payment isn't made by the 10th of the month
- The REQUIRED Colorado Swimming fee (FLEX, Premium, or Seasonal) will be added to your invoice
- An "Early Termination Penalty" may be added to your account if the swimmer stops prior to the end of the season

Home Meet Hosting

- All FORM Families, even if not you're not attending the meet, are required to contribute by either volunteering at the meet or donating to concessions (cash or requested items). **Families who don't contribute will be invoiced \$5 per swimmer on the following invoice.**

Safe Sport

- All families are required to review the Safe Sport section at the end of the handbook and fill out the following acknowledgement form: <https://forms.gle/38J27Zqw2DgBuuDb8>

SECTION A: INTRODUCTION AND PHILOSOPHY

I want to be the first to welcome you to the 2022 Long Course Season! FORM Swim Team is a year-round swim team offering technique work, training, and competition to young athletes of all ages and abilities.

Our team philosophy is to improve athlete's performance without the mandatory aspects of many other competitive sports and teams. This allows the athlete to grow into the sport while still being a well rounded person.

The handbook will refer to our website at www.formswimteam.com where you can find the most up to date information about practice schedule, meet schedule, etc.



SECTION B: TEAM ORGANIZATION

One of the most important parts to an athlete's success is the quality of the coach. Our coaching staff provides assurance the time your athlete spends in the water will be quality time.

Our team is divided into separate teams of athletes with similar abilities. This allows the coaching staff to design workouts that properly focus on what's most needed for the team.

Junior Team

The Junior Team is composed of the youngest swimmers of the team. The main emphasis is on stroke improvement in the four competitive strokes (butterfly, backstroke, breaststroke, and freestyle). Each swimmer should have a basic understanding of each stroke, but still needs refinement in their technique. Coaches also work with the swimmers on starts and turns in preparation for swim meets.

Senior Team / Evening 2 Team / Evening 3 Team

These 3 Teams take on a more rigorous training load than the Junior Team using drills that improve strength and conditioning while reinforcing technique. Practice times are longer in conjunction with the higher intensity workouts. Swimmers are expected to have a general understanding of interval training using a pace clock.

Please refer to our website at www.formswimteam.com for practice times, as slight changes occur from time to time.

Park View Penguins

In Spring 2019, Park View Penguins was incorporated into FORM Swim Team.

The Park view Penguins was founded in 1999 to create a local swim team for the area. The team is part of the Colorado Athletic and Recreational Athletics (CARA) with a less competitive nature than USA Swimming. **Starting in August 2019, the team will be a summer only swim team. Refer to the website in late spring for more details.**

SECTION C: PRACTICES AND MEETS

Swim practices and competitions are excellent ways to evaluate improvement in a swimmer. For many swimmers, the feeling of dropping time or qualifying for a championship meet inspires them to work harder. While for others finishing a tough workout in practice can invoke the same feeling.

Practice

Practice attendance is NOT mandatory to be part of the team. We understand that many well rounded athletes are involved in other activities, especially school related ones. We do encourage swimmers and parents to communicate with the coaches if you are planning to miss several consecutive practices.

Swimmers are placed into different teams based primarily on ability. There are other factors that are taken into account and it's at the coach's discretion on who's on which team.

Equipment

All swimmers are required to bring a swimsuit, towel, and goggles to each of the practices. We recommend purchasing fins similar to the image seen in this section. All other equipment including kickboards and hand paddles will be provided by the team.



Meets

Meet attendance is NOT mandatory. We highly encourage swimmers to take part in meets, but understand meets aren't for everyone.

The team generally attends 1 meet a month in the Denver metro area. Occasionally we may attend a meet outside of Denver, including Fort Collins, Loveland, Colorado Springs, or Greeley.

Meet information will be sent from the host team months prior to the start of the meet. This will include important details including dates, location, session times, etc. Meets can run anywhere from 1 to 3 days and a session normally lasts 3 to 4 hours. This information will be available on our website under the Events tab. You do not have to attend all days or sessions to participate.

All families will receive an email asking to confirm or deny participation in the meet. Meets tend to fill up quickly, so we ask families to let us know ASAP if they are interested in participating. **To help streamline the process we ask that families respond even if they are not planning to attend.**

Swimmers have the option of choosing their events or having their coach choose their events for them. Use the notes section to inform the coach of and special instructions for the meet.

Swimmers are allowed to attend a meet without a coach. The host team will assign any swimmer without a coach to a team for warm up purposes. Please let your coach know if you are interested in this option.

Please refer to the website for our current and upcoming meet schedule.



Team Hosted Meets

FORM Swim Team hosts 2 to 4 meets during the year. As this is a team hosted event, we expect all families (including families whose swimmers are not in the meet) to contribute in one of three ways:

- (1) Volunteer at the meet
- (2) Donate food/items to the concession stand
- (3) Minimum \$5 cash donation towards concessions and Coaches/Officials concessions

All families who don't contribute in one of three ways will be invoiced \$5 / per swimmer on the following invoice.

Championship Meets

There are several championship meets that take place at the end of each season (State Championships, Silver State Championships, and Senior Championships). Each meet has qualification times the athlete must be faster than in order to participate. Qualification times can be found on the Colorado Swimming website or you may contact your coach for more details.

Relays

Each relay is allowed 4 swimmers (and sometimes 2 alternates) to swim each leg of the race. Coaches are responsible for who's in each relay along with the order. **The coaches will do their best to have as many swimmers participate in relays, but can't guarantee everyone will be able to participate.**

SECTION D: FINANCIALS

Dues are a necessary part of the team. Without dues the team couldn't hire coaches and rent the facility to pursue the goals of the team. In order for the team to function effectively, we ask that all dues be paid in a timely and conscientious manner.

Invoicing is done through the team website run by TeamUnify. Invoices include team dues, Colorado Swimming dues, fees for apparel, and upcoming or prior event fees. Invoices are automatically emailed on a monthly basis from TeamUnify, who hosts our team website. You may also view invoices through the team website at any time.

Full Payments are due by the 10th of each month. Any payment received after the due date will incur a \$5.00 late fee and may incur a 10% fee on the remaining balance. There will be a \$30 fee for any returned checks.

Automatic payments can be set up on the team website using a credit or bank card. Instructions for setting automatic payments can be found on the team website under "Help and Training". You may also bring a check to practice made out to FORM Athletics.

Please contact your coach for any of the fees mentioned in this section.

Colorado Swimming Fee - Required

Colorado Swimming is the governing body of amateur swimming in Colorado and provides insurance for all swimmers, coaches, and officials during scheduled practices and sanctioned meets.

All swimmers are required to be Athlete Members of Colorado Swimming to participate on the team. Families can choose between these four registration options:.

- Premium Membership
- Seasonal Membership
- FLEX Membership
- Outreach Membership

A breakdown of each of the options can be found on the following link:

https://docs.google.com/document/d/1aaSGf1ryzLwqoF_nAHn8OA4I3qWNX7OJII8EjaY4Zzc/e/dit?usp=sharing

More details about the insurance coverage and FLEX membership can be found on the USA Swimming website (www.usaswimming.org) or contact your coach with any other questions.

Registration is completed by FORM Swim Team using the information provided by the parent when registering for the team. The fees are paid electronically by the team and added to the swimmers invoice to be reimbursed back to the team.

If you are transferring from another Colorado Swim Team, the swimmer must fill out a transfer form and give it to the head coach. There's a transfer fee made to Colorado Swimming for each transfer. Refer to the Colorado Swimming website or contact your coach for more information.

Monthly Dues

As mentioned earlier in this section, dues are required for the success of the team and it's athletes. A majority of the dues pay for renting the facility and other team fees, while the remaining pays for coaches and team functions. Each team's fee is based on the amount of practice time offered to the athletes for the month.

The fees have been adjusted for schedule changes including school breaks/closures/holidays and canceled practices due to swim meets. It's also been adjusted for canceled practices due to High School Swim Season events. Additional adjustments may be made in rare circumstances including major pool closures (2 weeks or more) due to repairs. They will NOT be made for personal vacations, school/personal activities, etc.

If a family joins the team in the middle of the month, that family's monthly dues may be prorated according to the remaining number of practices for the month. If a swimmer leaves the team in the middle of a month, they will NOT be refunded for the remaining practices for the month.

The fees cannot be prorated based on the number of practices a swimmer makes during the course of the month.

Account Hold Fee

The team offers an Account Hold Fee for families who need to take off a month for vacations, high school sports, summer swim teams, etc. The fee is in lieu of the original monthly dues and is added to your monthly invoice. This option is available for 3 months during the Short Course season and 1 month for the Long Course season. **A parent needs to inform their team's coach, by email, prior to the start of the month for this option**, otherwise the swimmer will be charged that month's payment. Any swimmer charged the Account Hold Fee may swim one week's worth of practice for that month (2 days for Junior Team and Evening Team or 3 days for Senior Team).

Team Initiation Fee & Early Termination Penalty

The team initiation fee is nonrefundable once the swimmer has been approved to join the team.

FORM Swim Team reserves the right to charge an Early Termination Fee for any family who quits the team prior to the end of the season. **The fee is \$75.00 plus \$25.00 for each remaining month of the season.**

Competition/Meet Fees

Most swim meets have fees to participate in the meet. A typical meet has the following fees:

- Swimmer Surcharge: a per swimmer fee to the host team
- Event Fee: a per event fee to the host team and Colorado Swimming
- FORM Surcharge: a per swimmer fee to FORM Swim Team. This fee pays for any relays and additional fees for registrations and coaches

The fees are paid by the team and reimbursed by the swimmer through their monthly invoices.

Meet fees are nonrefundable. If you are registered and unable to participate in the meet, we will do our best to remove your entries (and fees) from the meet. But we can't guarantee a refund.

SECTION E: COMMUNICATIONS

An important link in the swimmer – coach – parent triangle is a healthy line of communication. Parents are kept informed of team events, activities, and updates through the following methods:

By Email: This is the primary form of communication for the team. We normally send at least 1 email a week, so please let your coach know if you're not receiving them. The coach's email can be found on the team website.

By Phone/Text: It's at the coach's discretion to give their phone number out to parents or swimmers. In the event you need to contact the coach through this method, please be considerate of both their personal time and life outside of the pool.

By Group Text: We ask that all members add their cell phone numbers to the SMS option in the registration. This is a great way to stay in the know about team activities.



Minor Athlete Abuse Prevention Policy

FORM Swim Team

Effective: September 1, 2021



Table of Contents

| | |
|---|----|
| Application of Policy | 3 |
| General Requirement | 3 |
| Definitions | 3 |
| Exceptions | 4 |
| One-on-One Interactions | 5 |
| Meetings and Individual Training Sessions | 6 |
| Electronic Communications | 7 |
| In-Program Transportation and Lodging | 8 |
| Locker Rooms and Changing Areas | 9 |
| Massages, Rubdowns and Athletic Training Modalities | 11 |



THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete’s suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award



ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: FORM Swim Team

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.



ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
- b. When a Dual Relationship exists; and/or
- c. When the Close-In-Age Exception applies.



MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the **FORM Swim Team**, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.



ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

- a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
- b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" the Organization's official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.



IN-PROGRAM TRAVEL AND LODGING

I. Transportation

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

Click or tap here to enter text.

II. Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area



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

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

IV. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

V. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

VI. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

VII. Monitoring

The Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MESSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement



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

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Click or tap here to enter text.



ACTION PLAN TO ADDRESS BULLYING

The following action plan was created using a model from USA Swimming and modified to reflect the current policies in place by FORM Swim Team. This action plan will be reviewed with each practice group at the start of the season. And we ask that each family review this action plan with their swimmer(s). All families must acknowledge they've reviewed this action plan as part of their registration.

PURPOSE

Bullying of any kind is unacceptable at FORM Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. FORM 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.**

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

1. To make it clear that FORM 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 FORM takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or 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 or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity.
- Infringing on the rights of the other member at any USA Swimming activity; or
- 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 your Coach;
- Write a letter or email to the Coach;
- 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 okay to get another adult to help.**
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.



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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

4. Address bullying behavior

- a. **Make sure the child knows what the problem behavior is.** Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - 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.
 - 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:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - 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.
 - 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.
 - 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.