



Loveland Swim Club Parent Handbook 2022

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Contact Information:

Mailing Address

P.O. Box 2470

Loveland, CO 80539

970-744-4254

Coaching Questions

Coaches respond to brief questions before and after daily practice. Please email the coach to schedule an appointment.

Coach Trent – trent@lovelandswimming.com

Coach Lara – coachruthven@gmail.com

Coach Nolan – nolan@lovelandswimming.com

Coach Katie – kgiandinoto@gmail.com

Coach Grace – gracelpayton@gmail.com

Coach Julia – Julianorth14@gmail.com

Membership and Billing Questions

For information and questions regarding registration or billing matters, contact the membership office at lovelandswimming@gmail.com

Team Website

www.lovelandswimclub.com

Pool Locations

Mountain View Aquatic Center = MVAC 3500 Mountain Lion Dr. Loveland, CO 80537

Loveland High School Pool = LHS 920 W. 29th St. Loveland CO, 80538

Dick Hewson Aquatic Center = DHAC 1669 Eagle Dr. Loveland, CO 80537

Welcome

Welcome to Loveland Swim Club! Loveland Swim Club is a swim team based out of Loveland Colorado. We provide swimming lessons and training for a variety of ages and levels, ranging from swim-school for young beginners all the way up to our Senior Group which provides elite training for swimmers competing at the national and international level.

Mission Statement- At Loveland Swim Club we value and promote the skills needed to be successful in sports, academics, and life. Integrity, discipline, compassion, grit, respect and leadership.

Philosophy

- We want our swimmers to enjoy their time with LSC and to create life-long memories and friendships.
- The LSC coaches believe that the process of self-improvement in swimming provides the back bone of the positive experience in this sport. We aim to help our swimmers become the best people and swimmers they can be.
- Develop swimmers for successful state, regional, and National level swimming

Organization

Club administration

Loveland Swim club (LSC) is a club for competitive athletes of all ages and ability levels. LSC is a member of USA Swimming.

LSC offers age group programs for swimmers ages 6-18. Each program offers opportunities for athletes to participate in local, national and international levels of competition.

Loveland Swim Club strives to maintain a stable, well-trained, and experienced coaching staff at all levels of the program. Our hiring process starts with a pre-employee screening, including an interview and comprehensive criminal background check for each prospective employee. In accordance with USA Swimming all coaches complete mandatory training for child abuse awareness and reporting. All coaches must have a current certification by USA Swimming. Each coach has the combination of experience, education, and caring that makes for superior coaching. In accordance with USA Swimming all coaches are certified in First Aid, CPR, Coaches Safety training, athlete protection and have passed a Level 2 Background Check.

National Governing Body

To join Loveland Swim Club, each athlete must be registered with USA Swimming. USA Swimming is the national governing body for swimming in the United States. LSC will enroll competitive swimming members with USA Swimming at registration. All swimmers are required to join USA Swimming for liability insurance that covers both LSC and the swimmer.

Loveland Swim Club Board of Directors for 2019-2020

President: Nikki Greer president.lovelandswim@gmail.com

Treasure: Chris Johnson boardmember2.lovelandswim@gmail.com

Board Members:

Sara Irby sarairby@fischerbrownlaw.com

Cherie Bosch jamesbosch@bellsouth.net

Mike Brohard mike.brohard@colostate.edu

Registration Information

- Participants must pass the evaluation requirements set by LSC to be placed in the appropriate group at LSC.
- Participants or the parent / legal guardian must register online and accept all waivers and policies electronically. This includes the LSC Code of Conduct,

Medical Waiver, Liability Waiver, Team Support Agreement and the MAAP.
Registration link <https://www.teamunify.com/team/colsc/page/team-registration>

- The participant must be fully registered and pay the full amount due before being admitted.
- Participants must be registered with USA Swimming.
- Participants must maintain a paid balance on his/her account with LSC for all training fees, meet fees and other charges.
- Participants must abide by all rules and regulations of Loveland Swim Club.
- Admission to each training group is offered preferentially to active members of LSC. Qualified applicants are accepted on a first-come, first-served basis. A waiting list is maintained if a group is filled.
- Attendance: Many groups have a minimum attendance expectations. While, it is understood that there will be unexpected absences from time to time, it should be recognized that competitive swimming involves skill development, strength development and endurance development which is directly related to the amount of training an athlete receives. Optimum progress is heavily dependent on regular attendance.
- Medical Policy: If an athlete sustains a head injury, or any other injury requiring medical attention, a doctor's note approving return to their sport must be provided prior to returning to practice.

Required Support / Volunteer Points

Our volunteer system is a vital part of how we keep swimming meets well-staffed and to cover the expenses of events in our facilities. All members of Age Group Swimming are required to participate in the volunteer system, even if they don't compete in meets.

In order to meet the volunteer requirement, Age Group Swimming members must accrue a certain number of volunteer points each season. The number of volunteer points your family needs to earn is determined by the group your child is attending. Points are awarded based on the position served.

Descriptions of our volunteer requirements and volunteer opportunities are listed on the following here:

Team Support System

Loveland Swim Club depends heavily on volunteers to run the team successfully. A swim team cannot function without the support of swim parents and families. We expect that each family will make every effort to support our team with their time, talents, and energy. All teams in Colorado, similar to our team, require parent participation in all of

their team hosted meets. As such, Loveland Swim Club families are required to meet the following volunteer commitments:

1. Meet the minimum volunteer sessions requirement for the highest level swimmer in your family, as further defined below. For example, if you have a swimmer in AG2 (4 sessions) and a swimmer in PS (6 sessions) you would need to volunteer at 6 sessions to fulfill your volunteer requirement for this year.
2. Timing or officiating at away meets your child attends. (Note: This does not count towards your swimmers annual volunteer session requirement).
3. Find a replacement if you are unable to fulfill a volunteer position you committed to.
4. Contribution to the annual fundraising efforts.

A. Minimum Volunteer Sessions

The "swim year" is September 1st to August 15th. Volunteer sessions and requirements must be completed within this timeframe.

PLEASE NOTE: Any family not meeting the minimum participation requirement in the swim year will be charged at a rate of \$150 per session not met.

The following sets forth the minimum requirements for each age group:

AG1, AG2, and HS Swimmers: Families must earn a total of 4 sessions each year. 1 for every 3 months of participation. **AG3, PS, and SR Swimmers:** Families must earn a total of 6 sessions each year. 1 for every 2 months of participation.

Swim meets are typically broken up into 3-5 sessions. In order to earn 1 session a family must fill 1 volunteer position for the entire session of a swim meet hosted by Loveland Swim Club. **PLEASE NOTE** that "sessions" do not equal the number of hours you spend volunteering at one meet. The volunteer sign-up circulated prior to a home meet will include the number of sessions you will receive for each position. For example, if you sign up to be a timer at a swim meet, and your timing position is 3 hours long, you still will only receive credit for one session. Families may have an older child or their swimmer help to fulfill their requirement. The minimum age to volunteer varies for the different volunteer positions. Please arrange having an older child or your swimmer volunteer for your family with the volunteer coordinator. Permission for doing so will depend on the volunteer job, as some can be performed by older children and some may not be appropriate.

B. Away Swim Meet Support

Families are also required to assist with timing or officiating at away swim meets that your swimmer has entered. These are shared responsibilities among all teams attending a meet based upon the number of entered swimmers per team and are assigned by the hosting club.

Timing or officiating at away meets cannot be used to meet your volunteer session requirements set forth above in Section A, but is another volunteer requirement for families that have swimmers participating at away meets.

- Families with a swimmer entered in an away meet will receive an email several days prior to the meet with instructions for volunteer sign-up.
- All shifts are on a first-come, first-serve basis.
- Families who sign-up to officiate are not required to time.
- Timing shifts will be 2-4 hours.
- Some meets may require that families cover more than one shift.

C. Penalties for failure to show up for a shift or not volunteering.

Families are required to find their own replacements for all volunteer shifts if they are no longer able to volunteer and must inform the volunteer coordinator of their replacement.

Please contact the volunteer coordinator at least one week prior to a meet you can no longer volunteer at to request a pass.

If you do not find a replacement or fail to show up for your shift the following penalties will apply:

First time offense: Written warning

Second time offense: \$150 fine assessed to your account. Swimmer will not be allowed to participate

in swim meets until fine is paid in full.

Third time offense: Swimmer(s) and family are suspended from Loveland Swim Club for practice and swim meets for 30 days without a refund.

Fourth time offense: Loveland Swim Club membership is terminated and swimmer(s) and their families will be dismissed permanently from the team without a refund.

At the beginning of each swim year, the first through third time offenses from the previous swim year will be forgiven. However, the fourth offense is a permanent action.

We understand and appreciate that each family has circumstances that may limit their ability to volunteer. A pass may be granted, at the discretion of the volunteer coordinator, for emergencies and unique situations.

Please feel free to talk with the volunteer coordinator or any coach to discuss any concerns you have related to meeting your volunteer requirements. We appreciate everything the families do for the team. We could not run our meets without you!

Team Support Signups:

Please use the Job Sign Up link next to the event on our web site. We will also post the volunteer sheets at each meet.

Sessions helped at our meets will count towards the team support requirement. We will host meets in:

October, Nov, Dec, Jan, Feb, June, and July this fiscal year.

District, State & CSI meet volunteering - We will award team support sessions only to officials that help run these meets. Parents attending these meets are expected to help time as needed by the meet requirements. We will discuss this in coach/parent meetings.

How To Check Your Team Support Credits: [click here](#)

Volunteer Job Descriptions: [click here](#)

Group Structure, Descriptions, and Equipment

LSC Group Structure is designed to provide training groups where ability levels and group goals are homogenous. Loveland Swim Club has a well-defined ladder system where advancement through the system reflects progress in training and commitment to swimming. Practice Groups composed of swimmers of similar abilities and goals will operate more efficiently and will result in maximum progress and rate of an individual swimmer's development. The age ranges given are averages. The lower age ranges are asterisked to indicate that moving forward early is predicated on meeting criteria based on meet performances. Swimmers at the higher age range will have the ability to move forward in the program but will need to meet practice and meet attendance percentages.

Splish

Splish classes are our initial stroke classes and are offered to kids 4 years and older. There are three criteria for entrance to this class: First, the child must be mature enough to understand that Splish is a class and not playtime. Second, the swimmer must be at least four years of age. The average Splish Swimmer is usually 5-7 years old. Third, we expect Splishers to already be comfortable in the water and prepared to swim freestyle.

Splish classes work out in the shallow end of the pool and families register for 2 practice sessions per week. Practices are offered at DHAC. The latest class each night is reserved for the more advanced Splish students who are looking to move up to the next level, Splash.

Splash

Splash Group is meant for swimmers ages 6-10 who can swim laps in the deep end of the pool of backstroke and freestyle. Learning proper technique in all four strokes is the primary objective in this group. Splash meets M, W, F evenings for 45 minutes at DHAC. Local competition is offered but is not mandatory.

Age Group 1

The primary objectives for AG1 are proper development of all 4 strokes, turns, and starts. The emphasis is on teaching the fundamentals by means of drills and games that make swimming fun. Swimmers should be at least five to eight years of age and able to swim 25 yards of freestyle and backstroke comfortably. There are no mandatory practice requirements, but our recommendation is at least 3 a week. USA swim meets are encouraged.

Age Range: 5 to 8

Sessions Offered Per Week: 4

Suggested Minimum Practice Attendance: At least 2 sessions per week

Practice Requirements to Enter Group:

Swimmers Advancing to Silver should have Minimum Practice Attendance: 60%

Age Group 2

This group is focused on an introduction to swimming training with a major focus on stroke technique and race development. This group is for 9, 10 and 11-year-old swimmers. Swimmers will be asked to attend a minimum of three workouts a week with a goal of 4 to 5 workouts and are expected to attend swim meets regularly.

Age Range: 9 to 11

Sessions Offered Per Week: 5-6

Suggested Minimum Practice Attendance: 60%

Practice Requirements to Enter Group:

Swimmers Advancing to Gold should have Minimum Practice Attendance: 70%+

Age Group 3

This group provides introduction to a higher level of training with a major focus on stroke technique and race development. This group is for 10-12-year-old swimmers. Swimmers will be asked to attend a minimum of four workouts a week with a goal of 5 to 6 workouts and are expected to attend meets regularly. 11 & 12 swimmers must have 3 BB time standards to be eligible for this group.

Age Range: 10 to 12

Sessions Offered Per Week: 6

Suggested Minimum Practice Attendance: 70%

Swimmers Advancing to Platinum should have Minimum Practice Attendance:

75%+

Pre-Senior Group

Swimmers in Platinum are typically 7th-9th grade. This group focuses on a balance of high-level training and technique both on land and in the pool. Swimmers are required to attend 5 practices each week and attend meets regularly.

Age Range: 12 to 15

Sessions Offered Per Week: 6

Suggested Minimum Practice Attendance: 75%

High School Group

Swimmers in the Senior High School group are High School Students who have other sports or activities, but would still like to swim and possibly compete in swim meets. This group is intended to prepare swimmers for their High School Swim Team. There are no practice or meet requirements, but swimmers are encouraged to attend at least 4 workouts a week.

Average Group Age: 14-18

Sessions Offered Per Week: 5-6

Suggested Minimum Practice Attendance: 60%

Senior Group

Our top competitive group. Swimmers in Senior are generally High School Students who have been swimming competitively for multiple years and who desire to swim in college and/or compete at the national level. Senior Swimmers are required to attend 7 swim workouts each week.

Age Range: 14+

Sessions Offered Per Week: 8+

Equipment for the Loveland Swim Club

Splash Equipment: None

Splash Equipment: None

Age Group 1 Equipment: Fins, Pull Buoy, Kickboard

Age Group 2 Equipment: Fins, Pull Buoy, Kickboard

Age Group 3 Equipment: Fins, Kickboard, Paddles, Pull Buoy,

High School Equipment: Fins, Snorkel, Paddles, Kickboard, Pull Buoy,, Band

PS Equipment: Fins, Snorkel, Paddles, Kickboard, Pull Buoy,, Band

Senior Equipment: Fins, Snorkel, Paddles, Kickboard, Pull Buoy,, Band

Group Move Up Rubric

When a swimmer earns practice qualifying times and meet qualifying times, they begin the transitional process to the next group. This process is distinctive for every swimmer, as each swimmer is unique. To make the process smooth, the swimmer must cooperate fully with the coaching staff. The coaching staff has put many hours into creating standards of training, and competition for the levels of Loveland Swim Club. With standards in place this process will be natural and will flow very easily.

Education and communication are vital – please speak with your coach if you have any questions

Communication

The email associated with your account will be used for communication regarding billing, account management and team information. The coaches regularly email specific team information to each member. It is necessary for parents to take a proactive role by checking the LSC website and their email frequently for updates. The ultimate responsibility for keeping up with meet and practice schedules, meet eligibility requirements, volunteer opportunities, and meet entry deadlines lies with each participant and /or their parent/guardians.

If you wish to discuss your athletes progress or performance, please email their coach to schedule a meeting.

Facility Information

- Athletes are supervised by facility or Loveland Swim Club staff once the athlete steps on the facility property.
- Athletes should arrive no earlier than 30 minutes prior to the start of practice and should depart or be picked up by 15 minutes after practice ends.
- Changes in practice schedule may occur due to city issues or pool maintenance. Coaches will try their best to notify their athletes of schedule changes in advance; however, if an athlete is uncertain about whether or not practice will be held, email the coach or verify on the LSC website.

LSC Team Gear at MI Sports

We have T-shirt options for our swimmers and families available through MI-Sports. We ask that each swimmer on the team have one of each color, they come in red, blue, and gray. These can be purchased from your swimmer's coach.

Here is the link to the team store if anyone wants to order any other team apparel: <https://www.swimmisports.com/team-stores/loveland-swim-club/>

Billing Policies and Fees Information

Fees

- **Annual Registration Fee** - An annual fee due upon registration is charged to each athlete once a year.
- **Monthly Training Fee** – Registration requires a full months payment up front. Training fee's are billed approximately on the 1st of each month. The fee is automatically drafted using the payment method set up upon registration. A refund can be credited to the account if the new member began practicing after the 1st of the month and needs to be prorated. Fees for current members will not be prorated under any circumstance other than a documented medical condition. Contact the Membership Office at lovelandswimming@gmail.com
- **USA Swimming Registration Fee** – these are handled by the LSC staff upon registration.
- **Swim Meet Entry Fees** – All competitors are required to pay an entry fee to the host team for all meets. In order to facilitate the entry process, Loveland Swim Club pays the entry fees for the team and then bills the athlete for his/her entries. These fees will be added to your account and may be automatically charged with your monthly training fees on the 1st of each month. You can log into your account and pay these on your account before the 1st of the month. To enter swim meets you must log in to your LSC account, select the tab Events & Competition, select tab team events, select the swim meet you would like to participate in, select edit commitment, under the Athlete signup tab click on the swimmer you would like to swim in the meet. Declare, yes please sign up for meet. Save changes. Next select committed athletes at the top of the screen, select your swimmer, then select events for your swimmer by days or sessions. Please remember to select events in their age group.
- **Volunteer Point Fee** – Members will be charged \$150 per unfulfilled volunteer point.
- **Inactive Status (Withdrawal Policy)** – It is the responsibility of the parent or member to notify the LSC Membership office and inform the coach if the member must drop out of the LSC program. The parent or member must submit a written notice by the 25th of the month before the month in which you plan to withdraw to avoid billing for the next month. The membership office will continue to bill until the written notice is properly submitted. Please be aware that all outstanding payments and volunteer points will be billed out before the account is deactivated. Phone calls or individual communications with your coach is not considered sufficient notice. To reactivate your account please email lovelandswimming@gmail.com before the first of the month you wish to return.

- **Late Fees**-All monthly training fees are automatically charged to the member's preferred payment method on the 1st of the month. If the member's payment fails, the member will receive an automated email. The member has until the 5th of the month to update their payment information or contact the Membership Office if special consideration is needed. After this grace period, there will be a \$15 late fee assessed.

Member Discounts or Scholarship

Loveland Swim Club offers a scholarship program to families in need. There is an application process to complete. The application can be found in the attached documents section. Please fill out the scholarship form and submit to the LSC Membership Office at lovelandswimming@gmail.com

LSC Documents:

Athlete Code of Conduct

Code of Conduct/ Honor Code Policy for Loveland Swim Club

PURPOSE

The purpose of this code is to promote a safe, positive, and productive team environment at Loveland Swim Club (the "Club"). All team members including swimmers, coaching staff, and parents are required to adhere to this code during team sponsored events including but not limited to- practice, meets in Loveland or at away pools, team travel meets, or other team gatherings.

A signature on this document constitutes unconditional agreement to comply with the stipulations of this document.

CODE RULES

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

- b. Team members and staff/parents will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. Loveland Swim Club and USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain or distress.
- d. The possession or use of alcohol or tobacco products by an athlete is prohibited.
- e. The possession, use, or sale/distribution of any controlled or illegal substances, or any form of weapon is strictly forbidden.
- f. During competition, questions or concerns regarding decisions made by meet officials are directed to the Head Coach or Coach on deck. Only the coaching staff will address officials.
- g. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Swimmers are to refrain from use of inappropriate language.
- j. Swimmers are to refrain from inappropriate conversations that would violate the privacy and safety of another swimmer.
- k. Coaches are discouraged from interacting with swimmers in a one coach/one swimmer environment. However, if a coach is alone with a swimmer- all interaction will be in an open and observable environment at all times.
- l. Team members are reminded that when competing in meets, traveling on trips, and attending other meet related functions, they are representing both themselves

and Loveland Swim Club. Athletes, Coaches, and Parents must positively reflect the high standards the Club and Colorado Swimming.

Noncompliance with Code Rules

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but is not limited to:

- a. Dismissal from the trip and immediate return home at the athlete's expense.
- b. Disqualification from one or more events, or all events of competition.
- c. Disqualification from future team travel meets.
- d. Financial penalties.
- e. Dismissal from the team.
- f. Proceeding for a Colorado Swimming or USA Swimming Board of Review.
- g. Other discipline actions as deemed appropriate by the Loveland Swim Club Safety Committee.

Declaration

In order to promote a safe, positive, and productive team environment, I declare that I have read and understand the Code of Conduct/ Honor Code, and accept the rules, regulations and conditions as outlined, and as stated in the other Loveland Swim Club Travel Policy. I further agree to follow all directions as provided by the Team Staff.

I understand that any violation of any part of the Code of Conduct/ Honor Code, Staff direction or Team Travel Policy, can result in any or all of the following:

1. Dismissal from the trip and immediate return home at the athlete's expense.
2. Disqualification from one or more events, or all events of competition.
3. Disqualification from future team travel meets.

4. Financial penalties.
5. Dismissal from the team.
6. Proceeding for a Colorado Swimming or USA Swimming Board of Review.
7. Other discipline actions as deemed appropriate by the Loveland Swim Club Safety Committee.

I understand that I have the right to appeal disciplinary actions through the process established in the Colorado Swimming and USA Swimming codes.

Swimmer's Signature Date

I, the undersigned Parent of _____ have read and understand the Code of Conduct/ Honor Code, this form and all other team information/ policies, and have ensured that my son/daughter fully understands their content. I declare that I agree to and support the Code of Conduct/Honor Code, this form, and all other team information/policies and all consequences as they relate to non-compliance.

Parent's Signature Date

Medical Liability Waiver

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **Loveland Swim Club** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Loveland Swim Club** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Loveland Swim Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

By signing this waiver with the **Loveland Swim Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Loveland Swim Club**, and hereby release **Loveland Swim Club**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Loveland Swim Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Loveland Swim Club** program.

Date:

Parent/Guardian Signature:

Team Travel Policy

Team Travel Policy for Loveland Swim Club

PURPOSE

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During Travel, athletes are often away from their families and support networks, and the setting - new changing areas, locker rooms, workout facilities, automobiles and hotel rooms - is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by Loveland Swim Club (the "Club") or Colorado Swimming ("LSC").

Section 1- USA Swimming Required Policies

Club and LSC travel policies that are items in Code of Conduct in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless a coach is a parent, guardian, sibling, or spouse of a particular athlete). (305.5A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.C)

Section 2- Loveland Swim Club Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present that is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be similar age. Chaperones/ Team Managers would ideally be staying in nearby rooms.
- d. When only one athlete and one coach travel to a competition, at the competition or prior to the competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. Depending on meet venue the Head Coach or Head Travel Coach will have the option to:
 - have no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete)
 - or
 - have an open and observable environment when male athletes and female athletes are in the same room to socialize.

- f. Swimmers will be assigned “pairs” or “pods” that may have to stay together when socializing at the hotel. There will be no swimmer left alone.
- g. A copy of the Loveland Swim Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- h. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- i. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- j. Curfews shall be established by the team or LSC staff each day of the trip.
- k. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his or her designee.
- l. The directions and decisions of coaches and chaperones are final.
- m. 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.
- n. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 and under athletes will be accompanied by a chaperone.
- o. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Loveland Swim Club Safety Chair, the Head Coach or LSC Leadership, and the parent or legal guardian of any affected minor athlete.

Swimmer's Signature _____ Date _____

I, the undersigned Parent of _____ have read and understand the Code of Conduct/ Honor Code, this form and all other team information/ policies, and have ensured that my son/daughter fully understands their content. I declare that I agree to and support the Code of Conduct/Honor Code, this form, and all other team information/policies and all consequences as they relate to non-compliance.

Parent's Signature _____ Date _____

Scholarship Application:

Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO “APPLICABLE ADULTS” WHICH IS DEFINED AS: • All non-athlete members and adult athlete members; • Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.); • LSC and club adult staff; and • Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

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

II. Meetings

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

b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

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

a. The door remains unlocked;

- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

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

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

III. Requests to Discontinue Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

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

TRAVEL

I. Local Travel

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

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

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

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

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

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

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 Applicable Adult changes, in whole or in

part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

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

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

V. Monitoring The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods: a. Conducting a sweep of the locker room or changing area before athletes arrive; b. Posting staff directly outside the locker room or changing area during periods of use; c. Leaving the doors open when adequate privacy is still possible; and/or d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

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

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

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

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

II. General Requirement Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage

therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.

b. Legal guardians must be allowed to observe the Massage.

c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

SOCIAL MEDIA AND COMMUNICATION POLICY

This policy outlines the acceptable use of social media and electronic communication by athletes participating in the Loveland Swim Club program when such use or communication affects or is related to the Loveland Swim Club program and/or any of its participants (as defined below). This policy is intended to promote a safe and positive environment for athletes, officials, parents, and coaches participating in or affiliated with the Loveland Swim Club program.

ACCEPTABLE USE POLICY: Loveland Swim Club prohibits the harassment or stalking of any Loveland Swim Club athlete, coach, official or parent by any means or method, including but not limited to, the use of Facebook, Text Messaging, Instant Messaging, Twitter, E-Mail, and SnapChat. Harassment and stalking, by any means, is unacceptable and will not be tolerated.

HARASSMENT: Harassment occurs when someone with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:

1. initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene;
2. threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
3. conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
4. causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
5. makes a telephone call and intentionally fails to hang up or disengage the connection;

6. knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or

7. sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

STALKING: Stalking is a course of conduct, including the use of electronic technology, directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens or communicates to or about a person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

REPORTING ALLEGED VIOLATIONS OF THIS POLICY: The proper authorities will promptly investigate and resolve alleged violations of this policy. Any Loveland Swim Club participant who believes he or she is being cyberbullied or cyberstalked, or is aware of any such cyberbullying or cyberstalking occurring, is asked to report such behavior(s) to a Loveland Swim Club coach. It is important that affected Loveland Swim Club participants keep copies of the electronic communication to aid in the investigation. While there is no time limit for reporting alleged violations of this policy, reporting an alleged event as soon as it occurs helps the authorities in its investigation and, if applicable, take steps to eliminate the inappropriate behavior.

INVESTIGATING ALLEGED VIOLATIONS OF THIS POLICY: Upon receiving a report of alleged cyberbullying or cyberstalking, the Head Coach, or other appropriate authority, will investigate the allegation. For participants found in violation of this policy, sanctions may include suspension or expulsion from the Loveland Swim Club.

ACCEPTABLE COMMUNICATION POLICY: 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.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

1. Drugs or alcohol use
2. Sexually oriented conversation; sexually explicit language; sexual activity; sexually explicit pictures
3. The adult’s personal life, social activities, relationship or family issues, or personal problems unless relevant to the Loveland Swim Club or any of its activities

FACEBOOK, BLOGS, AND SIMILAR SITES: While coaches may have personal Facebook (or other social media site) pages or accounts, coaches are not permitted to have any athlete member of the team join their personal page as a “friend” and coaches are encouraged to mark their pages as “private” to prevent athletes from accessing or viewing the coach’s personal information.

A coach may not accept any “friend” request from an athlete. The Loveland Swim Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

TWITTER/INSTAGRAM: The Loveland Swim Club has an official Twitter and Instagram page that coaches, athletes and parents can follow for information and updates on team-related matters.

TEXTING AND EMAIL: Subject to the general guidelines above, texting and emailing between coaches and athletes must include a legal guardian. Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS: Parents or guardians of a Loveland Swim Club participant may request, in writing, that their child not be contacted by coaches through any form of electronic communication.