

# **WINDSOR WATER RATS EXPRESS SWIM TEAM, INC.**

## **POLICIES AND PROCEDURES**

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**SECTION 1**  
**WWRX TEAM RULES**

**A. Safety.**

**B. General Rules.**

1. No WWRX swimmer may swim USA Swimming without also participating in recreation league competition, unless otherwise precluded by a high school league. Nor may a WWRX swimmer swim for more than one team concurrently except as outlined in the CCSL Constitution and By-Laws.

**C. Practice Rules.**

1. Swimmers should be brought to practice on time and picked up on time. Swimmers who are late will not be permitted to enter the water until instructed by their coach.
2. Prior to practice swimmers should wait quietly on the benches adjacent to the stands until their coach calls their group to their assigned spot.
3. Swimmers should come to practice no more than 15 minutes early. This will allow enough time for changing and bathroom use.
4. If a swimmer is fooling around, not paying attention, not working to their potential, or disturbing others while at practice, corrective actions will be taken. First offenders will be warned of their inappropriate behavior during practice. Second offenders will be asked to either sit out a set, or the entire practice session. If the behavior continues, their parents will be notified.
5. Parents are not permitted on the pool deck to talk to a coach while practice is in session. If there are any questions or problems, please feel free to talk to the coach before or after practice.
6. Parents are responsible for their children in the locker room. If your child is caught fooling around disciplinary actions will be taken.
7. Parents who are responsible for non-swimming children should supervise these children at all times.
8. Locker rooms are to be left neat and clean. After changing, swimmers should leave the area immediately. Swimmers are also encouraged not to leave their clothes in the locker rooms. Parents are strongly encouraged to help supervise in the locker rooms.
9. Parents are expected to supervise their children, swimmers and non-swimmers, in the pool lobby, before, during, and after practice.
10. Each swimmer's practice schedule concludes after the completion of their meet season, defined as their last competitive dual or championship swim meet.

**D. Meet Rules.**

1. Swimmers are required to be at all meets 1/2 hour before the start and are expected to participate in warm-ups. Swimmers should also stay the entire meet, unless excused by the coach. All swimmers are expected to stay with the team during the meet, cheer for the team, and participate in the final cheer for the other team. If swimmers must go into the stands to see their parents, the coach handing out the cards must be notified.
2. Any swimmer who is scheduled to swim a meet should notify the coach at least two weeks in advance, preferably more if they cannot attend the meet. Failure to notify the coach will result in a suspension from the next meet.

3. There will be no favoritism in meet line-ups. The individual swimmers are placed in events by best times, efforts in practice, consistency of performance, and attendance at practices and meets. This is strictly the coaches' decision.
4. Every family is expected to participate in the swim meets by timing, score keeping, donating food, volunteering to work at the concession booth, etc. Please volunteer to work for the team, as we need support from all parents.

## **SECTION 2 WWRX POLICIES AND PROCEDURES**

### **1. FINANCIAL POLICY**

- A. Fees Payment Policy -Check, money order, cash, MasterCard, Visa, and Discover credit cards shall be the approved method of payment for WWRX. Fees are nonrefundable two weeks after practice commences unless the swimmer develops a doctor diagnosed medical condition. In this case, fees will be refunded on a pro-rated basis as determined by the WWRX Board. Any swimmer who is more than thirty (30) days delinquent in his or her payment will not be allowed to participate in any meet or practice.
- B. Waiver/Release of Liability. Each family must sign a Release of Liability and Waiver of Certain legal Rights for the swimmer to participate in the WWRX program before the swimmer can enter the pool.
- C. Volunteer Requirements. Each family is required to provide a work deposit check at the beginning of each season. Once each family has fulfilled a minimum commitment designated by the Board of Directors, and based on the season and the number of swimmers for timing, ribbons, scoring, etc. the check will be destroyed at the end of the season. Checks will be cashed if it is determined that the work commitment was not fulfilled.
- D. Coach Reimbursements. WWRX shall reimburse up to XX rostered coaches per season for USA Swimming registration, background check and any required safety courses.

### **2. DISCIPLINE AND SUSPENSIONS**

- A. WWRX has established a Disciplinary Committee consisting of XYZ. The purpose of the committee is to review any infractions by swimmers, which require suspension or other judgment in accordance with USA Swimming, CSI or WWRX rules and regulations. The committee is responsible to the Board of Directors for its actions in imposing or modifying suspensions in conjunction with, or in addition to the meet officials.
- B. Any player who disrupts the team or fails to follow the instructions of the coaches or who continually misses practices and/or meets without a proper excuse is hurting their team. Severe or repeated infractions will be reported to XYZ who will confer with the swimmer's parents. In the event that after such a conference the infractions continue or are still unresolved, the matter shall be referred to the Disciplinary Committee for resolution.
- C. In the event a swimmer or coach incurs an infraction that results in the ejection from that meet or a suspension from the following meet(s), the coach shall notify XYZ within twenty-four (24) hours and

provide specific details of the Incident. Failure to report an incident shall be grounds for disciplinary action.

D. Misconduct that requires referral to the Disciplinary Committee shall be:

1. Abusive language and behavioral demeanor to coaches, officials, spectators, or team mates will not be tolerated. Infractions must be reported within twenty-four (24) hours from the Head Coach or any Assistant Coach to X who will provide details immediately to the Disciplinary Committee for further action if necessary.
2. It is the coaches' responsibility to maintain discipline on their teams and to adhere to the WWRX rules and guidelines. Severe or repeated infractions shall result in a hearing before the Disciplinary Committee. In the event that after such a review the infractions continue or are still unresolved, the coach(s) may be removed from the team.
3. USA Swimming, CSI and WWRX rules and regulations must be strictly followed by all swimmers and coaches.
4. Parent/Spectator Ejection - A meet or practice will be stopped by a WWRX official when the parents/spectators displaying inappropriate or disruptive behavior interfere with other parents/spectators or the practice/meet. The official will identify violators to the coaches for the purpose of removing parents/spectators from the parents'/spectators' viewing and pool and providing the identity and affiliation of the subject parent/spectator. Once removed, the meet or practice will resume. Lost pool time will not be replaced. As a result, a meet or practice may have to be shortened. Violators will incur a minimum mandatory X meet suspension. Additionally, they may be subject to further disciplinary action by the local governing body."
5. Coaches - A meet or practice will be stopped by a WWRX official when the coach displaying inappropriate or disruptive behavior. Violators will incur a minimum mandatory 3-meet suspension from all meets with which the violator holds a coaching position. During the period of their suspension, they are also suspended from any participation on practices with any affected team. Additionally, they may be subject to further disciplinary action by the local governing body.

### **3. COACH & ASST. COACH POLICY**

#### **4. LOCKER ROOM POLICY**

Youth swimmers are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a meet or practice have an adult present to confer with regarding such injury.

##### **A. Locker Room Supervision**

WWRX is concerned with locker room activities between minor participants; minor participants and adult participants; adults being alone with individual minor participants in locker rooms; and with nonofficial or non-related adults having unsupervised access to minor participants at team events. It is the policy of WWRX to have at least one responsible screened adult present monitoring the locker room during all team events to assure that only participants (coaches and swimmers), approved team personnel and family

members are permitted in the locker room and to supervise the conduct in the locker room. Acceptable locker room monitoring could include having locker room monitors in the locker room while participants are in the locker room or could include having a locker room monitor in the immediate vicinity (near the door) outside the locker room that also regularly and frequently enters the locker room to monitor activity inside. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, both of which have been screened. A local program or team may impose or follow stricter monitoring requirements. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with USA Swimming and CSI rules and regulations. Further, responsible adults must also secure the locker room appropriately during times when minor participants are in the pool.

It shall be permissible for a local program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above.

Cell phones and other mobile devices with recording capabilities, which includes voice recording, still cameras, and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any USA Swimming sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

All local programs shall publish locker room policies to the parents of all minor participants that are specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Swimming; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities. For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any USA Swimming participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action.

## **B. Co-Ed Locker Rooms**

As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable under USA Swimming's Sexual Abuse Policy for persons to be observing the opposite gender while they dress or undress. There are a variety of ways to comply with the above tenets, and what works may depend on the locker rooms that are available at a particular facility. Where possible, the male and female players should undress/dress in separate locker-rooms and then convene in a single dressing room prior to the game or team meeting. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. Where possible, when both male and female players are together in the locker

room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Swimming Screening Policy.

### **SECTION 3 WWRX GRIEVANCE POLICY**

Please observe the WWRX twenty-four (24) hour policy before taking immediate action, unless you are reporting an injury or safe sport matter. See below. Your cooperation will be appreciated.

Step 1- The Parent(s) schedule a meeting with a Member of the Coaching Staff and Head Coach.  
Decision made. If not go to Step 2

Step 2- If unsatisfied, the Parent(s) should then send a letter or email to the President or Vice President. They will address the letter or email at its next regularly scheduled Board of Director meeting. The Parent(s) may attend the meeting, if desired, to present their case in Open Communication Format or in Executive Session. Decision made.

### **SECTION 4 WWRX WELLNESS POLICY**

The following wellness policy will be strictly enforced, for the health, well-being and safety of all concerned:

- Do not attend practices or games if you know you are sick. Wait to until you have been without a fever for at least 24 hours (without the use of fever-reducing medication).
- Frequent and thorough hand washing is a MUST. Wash your hands frequently using antibacterial soap or an alcohol-based hand sanitizer.
- Players must bring their own water bottles to practices and meets. There is to be no sharing of your water bottles during practices and/or meets.
- If you or your players(s) experience flu-like symptoms or a fever, please see your physician or pediatrician immediately.