



Houston Cougar Aquatic Sports Code of Conduct Including Swim Meet and Travel Policies

In order that we may best build champions in life through swimming, Houston Cougar Aquatic Sports has established the following expectations of our entire Club community (including swimmers, staff, coaches and parents).

General Code of Conduct

- At all times, swimmers, staff, coaches and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors.
- Swimmers, staff, coaches, and parents are to refrain from any immoral, inappropriate, or offensive behavior such as abusive or inappropriate action toward another person. This includes bullying of any type per USA Swimming Code of Conduct. (article 304.7-page 90 in the USA Swimming Rulebook) <http://www.usaswimming.org/Rainbow/Documents/57560095-6f72-4279-bb00-b0652ea5de5b/2012%20Rule%20Book.pdf>
- Swimmers, staff, coaches and parents are to refrain from any inappropriate physical contact with others.
- The use of audio or visual recording devices, including cellular phones is not allowed in changing areas, restrooms or locker rooms.

Swim Meet Guidelines & Policies

- No Swimmer, 18 years of age or younger, shall attend a meet unless accompanied by a parent or a Chaperone arranged for by the Swimmer's parents. When only one Swimmer, 18 years of age or younger, and one Coach attend a meet, the Swimmer must have written permission from his or her parent or legal guardian in advance to travel alone with the Coach. Swimmers, 19 years of age or older, may travel alone to an away swim meet, but must receive approval from the Coaching Staff.
- No Swimmer shall drive to or from away swim meets unless accompanied by a parent or Chaperone. Swimmers, 19 years of age or older, may drive themselves to or from a meet, but may not be accompanied by younger Swimmers, including siblings. Swimmers 21 years of age or older may carpool together to or from meets.
- Meet warm-up times, which are set by the staff and may be published in the team's Meet Information, with updates as needed, which will appear on the website during the week of the meet, are to be strictly adhered to by all Swimmers.
- Swimmers must check with their coach prior to leaving a meet. Should it become necessary for a Swimmer to leave a meet early, his/her Coach must be notified.
- Swimmers are expected to meet with their Coach before and after each event.
- In prelim & final meets, all Swimmers who qualify to compete in the finals are expected to participate in the finals. All team members are strongly encouraged



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- to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions open up that need to be filled.
- Swimmers are expected to follow the team uniform policy. Specific meet uniform requirements will be found in the meet promo posted on the team website or disseminated by the Coach prior to the meet. Be proud to wear your red, white, and blue. Your personal appearance shall be neat and appropriate at all times.
 - Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.
 - As a matter of team pride and courtesy to the meet host, Swimmers are expected to leave the COOGS team area in a neat and clean condition at the conclusion at each session of the meet.
 - All questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the COOG Coaching Staff only. Our Coaches, in turn, will pursue the matter through appropriate channels.
 - In accordance with USA Swimming policy, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.
 - No “deck changes” are permitted. Swimmers are expected to use available changing facilities.

Team Travel Policies

At all times, COOG travel trips will be conducted in compliance with USA Swimming Athlete Protection Policies and MAAP Guidelines:

- Each Swimmer is reminded that when traveling on trips, competing in meets, and attending other meet-related functions, you are representing both yourself and the COOG program. Your behavior must positively reflect the high standards of the Club.
- All Swimmers, Coaches, Chaperones and Team Managers traveling with the team must attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip-related timetables as needed. Being prompt and on time is essential.
- All Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, restaurant, or any other place at which the team has gathered without the permission of a Coach or Chaperone.
- Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved



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- and may result in being sent home early from the trip at no cost to the Club.
- When traveling by van, all passengers must wear seat belts and remain seated at all times. When traveling by other vehicles, all passengers must wear seat belts in accordance with applicable state laws.
 - Swimmers are not allowed in hotel rooms of Swimmers of the opposite gender nor are minor athletes allowed to be in adult athletes' rooms and vice versa.
 - Swimmers must stay in the hotel room assigned to them. Swimmers may not change rooms or roommates without authorization from the Lead Coach and Head Chaperone.
 - All Swimmers are expected to strictly adhere to the curfew established by the Coaching Staff. At curfew, all lights, TV's, and other electronic equipment must be turned off. Talking is not permitted. Cell phones should be set on silent or alarm mode only so as not to disturb teammates who are rooming with you. Any complaint of disturbance in the middle of the night by a cell phone will result in the removal of cell phone privileges for the offender.
 - Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and during rest time between prelims and finals. There is to be no telephone or cell phone use, including texting, skype, Facebook, Twitter, etc., after curfew or during afternoon rest time.
 - All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.
 - When group meals are contracted with a hotel or restaurant, all Swimmers, Coaches, Chaperones and Team Managers on the trip are expected to participate in and share the cost of these meals.
 - Swimmers are expected to travel with and stay with the team on team travel trips. A Coach must approve any exceptions to this policy prior to the trip.
 - Chaperones, Team Managers and Coaches must agree to fulfill their responsibilities to the Swimmers entrusted to their care and to the other Chaperones and Coaches. Swimmers may not be Chaperones, unless approved by the Coaching Staff. Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
 - Chaperones and Team Managers must be non-athlete members of USA Swimming, which includes successfully passing the USA Swimming criminal background check. All Coaches must be current coach members of USA Swimming, which includes successfully passing the USA Swimming criminal background check & APT.
 - In order to provide a positive experience and safe environment for Swimmers, all Coaches and non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with Swimmers.
 - Chaperones and Team Managers shall not possess or use alcohol, tobacco, illegal drugs or controlled substances while this Code of Conduct is in effect.



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Coaches shall not possess or use tobacco, illegal drugs, or controlled substances; and Coaches who serve as Chaperones shall not possess or use alcohol while this Code of Conduct is in effect.

- Regardless of gender, at no time shall a Coach share a hotel room or other sleeping arrangement with a Swimmer, unless the Coach is the parent, guardian, sibling or spouse of the Swimmer. Also, if a Swimmer is acting as both a Coach and Swimmer at a meet, the Swimmer must room with a Coach; however, if the Swimmer is acting solely as a Swimmer at a meet, the Swimmer should room with other Swimmers, age 18 or older, and not with any Swimmer from a group that the Swimmer coaches.
- Coaches, Chaperones and Team Managers traveling with Swimmers, regardless of their accountability to the Swimmers, are expected to demonstrate excellent judgment and behavior to positively represent our sport and COOGS at all times, using Best Practice Guidelines of USA Swimming as a reference.
- All COOG Swimmers must abide by the Drug, Alcohol and Tobacco Policy.
- Swimmers with medically prescribed drugs must declare them prior to the trip.
- When visiting public places, such as shopping malls, movie theatres, etc., Swimmers age 18 or younger will stay in groups of no less than three persons. Swimmers age 12 or under shall be accompanied by a Chaperone, Team Manager or Coach.
- Violation of these rules will result in disciplinary action, including the possibility of being sent home from the meet at no expense to the Club.

Additional USA Swimming MAAP Team Travel Policies:

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

- 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.



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

Furthermore, this Code of Conduct will be deemed to have been violated if the Swimmer:

- Fails to conduct himself or herself with due regard to public conventions and morals;
- Engages in any situation or occurrence including the use of illegal drugs or prohibited substances.
- Brings himself or herself into public disrepute, contempt, scandal, or ridicule.



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I have read and understand this Code of Conduct & Related Swim Meet and Travel Policies and agree to abide by it. Violation of this Code of Conduct & Related Swim Meet and Travel Policies are grounds for appropriate action up to expulsion from our Program, Club and Facilities.

Furthermore, as a Chaperone or Team Manager, I affirm that I am a current non-athlete member of USA Swimming; or as a Coach I am a current Coach Member of USA Swimming and I have read the USA Swimming Athlete Protection Policies and agree to abide by them.

Swimmer's Signature _____ Date
Printed Name:_____

Parent's or Guardian's Signature _____ Date
if Swimmer is under the age of 21
Printed Name:_____

Parent's or Guardian's Signature _____ Date
if Swimmer is under the age of 21
Printed Name:_____

Chaperone's Signature _____ Date
Printed Name:_____

Greg Orphanides _____ 3/2/15 _____
Coach's Signature _____ Date
Printed Name: Greg Orphanides _____

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