

SWIMMER CODE OF CONDUCT

CSC's Code of Conduct ensures every member of the Carmel Swim Club represents the team and themselves in a positive manner. The following Code is in effect throughout the year.

1. CSC team members exhibit good sportsmanship at all times. CSC team members win gracefully, lose graciously and congratulate their opponents in either case.
2. CSC athletes are respectful of their peers, coaches, officials, parents and facilities at all times.
3. CSC team members do not illegally consume or purchase alcohol, smoking or chewing tobacco, or use of any other illegal drug or USOC banned substance of any kind. In addition, any team member found or suspected to be in the **presence of others** (regardless of team affiliation) participating in any of the above illegal activities will be subject to the same punishments and potential expulsion from CSC.
4. The use of audio or visual recording, including a cell phone camera, is not allowed in changing areas, restrooms or locker rooms at any time

CSC's disciplinary procedures will apply to any team member violating the Swimmer Code of Conduct.

PARENT CODE OF CONDUCT

CSC's Parent Code of Conduct ensures we create a supportive environment for our swimmers and coaches so every athlete can achieve their full potential.

1. CSC parents, through their actions and conduct, will exhibit good sportsmanship and encourage their children to do the same at all times. CSC parents will serve as positive role models for their children and teammates.
2. CSC parents will respect and cooperate with coaches, team members, opponents, spectators and officials at all times.
3. CSC parents respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials.
4. CSC parents recognize CSC coaches are professionals and allow them to coach without interference. CSC parents leave coaching to the coaches and respect all coaching decisions such as practice group assignments, meet entries, training focus, etc.
5. CSC parents with a concern related to any coach or official within CSC, should discuss the concern with the athlete's coach privately and in a professional manner. If the matter is not resolved, the issue should be brought to the attention of the Head Age Group Coach or the Head Coach. If the response is unsatisfactory, a CSC parent may submit a formal written, signed and dated statement to the CSC Board Chair. The Board chair is authorized to create a panel of 3 Board members who, in their discretion, will review the matter and make a decision that is final and cannot be appealed.
6. CSC parents will not access locker rooms in use by athletes. In addition, the use of audio or visual recording, including a cell phone camera, is not allowed in changing areas, restrooms or locker rooms at any time.
7. CSC Parents will not consume alcohol, tobacco products or illegal drugs and will comply with all facility guidelines at events CSC attends.

Any violation of this code will be brought to the attention of the Board of Directors, which will issue the appropriate response. This response could include one or more of the following: verbal or written reprimand, probation, or temporary/permanent suspension.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

As representatives of the Carmel Swim Club you have the responsibility to portray your team and yourselves in a positive manner. In addition to the agreed upon behaviors in the Swimmer and Parent Codes of Conduct, if you participate in any electronic communications (e.g., texting, e-mail), interact on a social networking site(s), or use social media (e.g., Twitter, Facebook, Instagram, Snapchat) you must avoid inappropriate and offensive behaviors. If a club representative's social media profile and its contents or other electronic communications are found to be inappropriate in accordance with the behaviors listed below, he/she will be subject to disciplinary action in accordance with the club's Disciplinary Procedures (swimmers) or the Parent Code of Conduct.

Examples of inappropriate and offensive behaviors may include, but are not limited to, depictions or presentations of the following:

- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Content online that is unsportsmanlike, derogatory, demeaning, defamatory, or threatening toward any other individual or entity (for example, derogatory comments regarding another swimmer or club)
- Any communications including posts depicting or encouraging unacceptable behaviors such as violent or illegal activities (for example, sexual harassment, vandalism, underage drinking, or illegal drug use).

Remember:

- Always present a positive image and don't do anything to embarrass yourself, your team, your family or the Club.
- The Internet is permanent. Anything posted online is available to anyone in the world. Any content you post is completely out of your control the moment it is placed online, even if you limit access to your page.
- Don't post anything you wouldn't want your coaches or parents/guardian to see.
- Your social media content can and will be reviewed by both potential higher education schools and potential employers.

HAZING AND ANTI-BULLYING POLICY

The purpose of this policy is to maintain a safe learning and team environment for all athletes and staff members at Carmel Swim Club.

Examples of Hazing and Bullying activities

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

“Bullying” is any activity that intimidates or threatens the student with ostracism; that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the swim club.

Hazing or bullying is any activity that causes or requires the student to perform a task that involves violation of state or federal law or club or USA Swimming policies or regulations.

It's not difficult to decide if an activity is hazing or bullying if you use common sense. Ask yourself the following questions:

- Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Is the purpose of the activity to embarrass, deem or humiliate the person?
- Do you have any reservation describing the activity to your parents, to a coach or Board member?
- Would you object to the activity being photographed for the newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing or bullying.

Hazing or Bullying vs. Team Building

<u>Hazing or Bullying</u>	<u>Team Building</u>
Humiliates and degrades	Promotes respect and dignity
Tears down individuals	Supports and empowers
Creates division	Creates real teamwork
Lifelong nightmares	Lifelong memories
Shame and secrecy	Pride and integrity
Is a power trip	Is a shared positive experience!

Reporting Procedures

Any person who believes he or she has been the victim of hazing or bullying or any person with knowledge or belief of conduct which may constitute hazing or bullying must report the alleged acts immediately to a coach or board member. The coach or board member receiving the report is to immediately notify the Head Coach who will also notify the Board Chair. In the absence of the Head Coach, the Board Chair is responsible for receiving reports of hazing or bullying. Club members, students and staff shall be particularly alert to possible situations, circumstances or events that might include hazing or bullying. Failure to report such information can result in suspension or termination from employment or club membership.

The club can only respond to first hand testimony, therefore the student who is alleging the hazing or bullying will be interviewed during the investigation. There are no express time limits for initiating complaints; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available. Complaints will be investigated using CSC's Disciplinary Procedures. During the investigation, confidentiality will be maintained to the extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation. Persons making allegations should be aware that a basic, yet thorough investigation may take as long as thirty (30) days from the date of reporting. More involved cases could take longer in for the club to gather all of the needed information.

Swim Club Action

Upon receipt of a complaint or report of hazing, CSC's Disciplinary Procedures will be implemented. The Board Chair may also exercise his/her discretion under the by-laws to call a special meeting of the board depending upon the severity of the matter.

CSC may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Reprisal

CSC will take appropriate action against any student, staff or member of CSC, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and is defined in the Whistleblower Policy, in the employee handbook.

CSC DISCIPLINARY PROCEDURES

The following disciplinary procedures will apply to all behavior occurring during or at an activity or function associated with Carmel Swim Club including but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings. This procedure may also address objectionable behavior by members of Carmel Swim Club occurring outside of club activities.

The types of objectionable behavior shall be divided into three (3) classifications:

- **Class I** – Behavior considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. Such actions are so detrimental it is not desirable to have such a person associated with the team.
- **Class II** – Behavior considered disruptive; having an intended detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club and/or the coaches; leading to the possible injury of self or other persons.
- **Class III** – Behavior considered somewhat disruptive; reflects negatively on the Carmel Swim Club; and other actions that are not viewed as good behavior as a member of a team or society in general.

Class I Objectionable Behavior

Description:

Unacceptable Behavior (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person

Disciplinary Procedure:

Board shall send notice of hearing to parent/guardian and swimmer via email with a read receipt requested.

- Hearing before quorum of Board of Directors with parent/guardian and swimmer being given the opportunity to attend; Multiple hearings may be required to complete a thorough investigation of the facts.
- The Board Chair or his/her designee will chair the hearing; the Head Coach shall be present in an advisory role.
- Board decision to be emailed to the parent/guardian and swimmer within one week with a read receipt confirmation requested.

Recommended Discipline:

May result in membership termination or other action as determined by the Board of Directors.

Class II Objectionable Behavior:

Description:

Unacceptable behavior as a member of the Carmel Swim Club at team functions practices and meets. This behavior would include, but not be limited to: Possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

Disciplinary Procedure:

- Hearing before Disciplinary Committee consisting of three members of the Board of Directors chosen by a majority of the Board. Multiple hearings may be required to complete a thorough investigation of the facts.
- The Board Chair or his/her designee will chair the hearing; the Head Coach shall be present in an advisory role.
- Committee shall send notice of hearing to Parent/Guardian and swimmer via email with parent/guardian and swimmer being given the opportunity to attend;
- Board Committee decision to be emailed to the parent/guardian and swimmer within one week with a read receipt confirmation requested.

Recommended Discipline:

- 1st Offense – Suspension* from the team for a minimum period of thirty (30) days of the swimmer's season (these days may extend into the swimmer's next season, if needed).
- 2nd Offense - Suspension* from the team for a minimum period of sixty (60) days of the swimmer's season (these days may extend into the swimmer's next season, if needed).
- 3rd Offense – Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.

* Terms of suspension shall be spelled by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the suspension period, swimmers remain a member of Carmel Swim Club and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of suspension, all work session requirements remain the responsibility of the swimmer and any missed session will be charged in accordance with the then current fee schedule.

Class III Objectionable Behavior:

Description:

Unacceptable behavior at Carmel Swim Club practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behavior,

insubordination to members of the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

Disciplinary Procedure:

Handled by the Coaching staff (Parents will be involved if anticipated discipline will result in a suspension).

Recommended Discipline:

As determined by the coaching staff (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)). Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior.

During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.

All disciplinary decisions by a Coach, Board of Directors, or Disciplinary Committee are final and cannot be appealed.

SWIMMER TRAVEL POLICY

When traveling as a member of Carmel Swim Club you represent yourself, your family, and your team. Therefore, every member is expected to conduct himself/herself at all times in an exemplary manner. In addition to additional policies outlined in the Team Handbook, swimmers and chaperones must agree to the following prior to participating in team travel events planned and supervised by Carmel Swim Club.

1. Athletes should not ride alone in a coach's vehicle without another adult or athlete present, unless prior parental permission is obtained.
2. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
3. When only one athlete and one coach travel to a competition, at 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.
4. At no times will male and female athletes be in the same room together unless a coach or chaperone is in the room or has approved the situation. This applies to CSC members or members of any other team.
5. Team members and staff traveling with the team will attend and be punctual for all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
6. 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.
7. No team member may be out of their room after the assigned curfew without permission from a coach or chaperone.
8. Any damages or thievery incurred at a hotel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. No expenses will be charged to the room by the swimmers (phone calls, room service, movies, etc.).
9. The directions and decisions of coaches and chaperones are final.

CHAPERONE RESPONSIBILITIES

Chaperones are an official representative of the Carmel Swim Club and are expected to conduct themselves in an exemplary manner. The following chaperone responsibilities ensure the safety of all swimmers on team travel trips.

General

1. Chaperones must have a criminal background check on file with the club office.
2. Chaperones must conduct themselves in a manner consistent with being an official representative of the Carmel Swim Club.
3. Chaperones must be chaperones at all times. Officiating or working in any other capacity at the meet is prohibited.
4. Chaperones may not bring any other children or family members (non-swimmers) with them, which could result in distraction from the performance of the chaperone duties.
5. Chaperones should immediately notify the coaches of any behavior problems.
6. Chaperones acknowledge that the club does not carry liability insurance to cover personal vehicles used to transport swimmers.
7. Chaperones will refrain from the use of tobacco and alcohol.
8. The swim club pays for chaperones' lodging expense (room cost & tax). Therefore, they may be asked to share rooms.

Prior to Departure

9. Prior to the trip, chaperones may be asked to help with the general meal planning (i.e., if no breakfast in hotel, places for lunches and dinners, dinner at hotel, fast food in area, what meals will be brought in to hotel, etc.). The coach will make the final meal plans.
10. Chaperones will be given a copy of the medical release forms for their group, a roster with cell phone numbers for swimmers, coaches and chaperones, and the chaperone group assignments. At the hotel, chaperones will add room assignments.
11. Chaperones will be given a schedule for the trip. They are expected to be at designated meeting places prior to the arrival of the swimmers.

During the Trip

12. Chaperones may be asked to drive the swimmers during the trip. Seat belts are to be worn by all, and speed limits are to be adhered to at all times.
13. Chaperones will take a head count prior to each departure and upon each destination arrival. Chaperones are to know where the swimmers are at all times.
14. Chaperones and coaches traveling on the team bus are expected to sit at least fifty percent of the way back and make hourly sweeps of the bus. On overnight travel, the chaperones should maintain their location, but are encouraged to sleep.
15. Chaperones will give their cell phone numbers, room numbers and phone extension to the swimmers at or prior to check-in.
16. Chaperones will enforce curfew times (as established by the coaches), do bed check at curfew times, and stay alert until all are asleep. This could mean staying in hallway or keeping your door open to listen until all is quiet.
17. Chaperones will help with meals. They may be asked to pick up take-out food and may need to shop for drinks, plates, utensils etc. for meals brought in to the hotel. It also may be necessary to take swimmers to the grocery store.
18. In the event of an emergency, the chaperone is authorized to seek necessary medical care. Coaches and chaperones should use prudent judgment regarding the two adult rule in this situation.
19. If swimmer is leaving on a flight other than the scheduled flight, a chaperone will stay with swimmer until the flight boards (as allowed by airport security protocol), unless other arrangements have been made prior to trip. If the chaperone is not flying that day, they will need to ask at the counter for a gate pass to accompany a minor.

CARMEL HIGH SCHOOL FACILITY GUIDELINES

Our athletes' safety is a top priority at the Carmel Swim Club. We are guests of the Carmel High School and the use of its facilities are a privilege. Listed below are some guidelines for use of the Carmel High School facilities which include the pool deck, locker rooms, pool, balcony, parking lots, cafeterias, gymnasiums and any other areas of the school:

Pool Deck:

Parents are more than welcome to view swim practices and/or lessons from the pool balcony. However, for insurance reasons (safety and liability), parents are prohibited from entering the pool deck before, during, or after swim practices and/or lessons. You are welcome to speak with your swimmer's coach in the pool lobby before or after practice.

Locker rooms:

1. Carmel Swim Club swimmers in the Discovery, Imagination, Voyager, Exploration and Challenge groups use the PE locker rooms located at the south end of the pool. The Senior group swimmers use the Varsity and Community locker rooms. Swim lesson participants, master's swimmers and lap swimmers use the Community locker rooms located at the north end of the pool.
2. Parents with a swim lesson child of the opposite gender should use the Community locker room appropriate for the adult. We recommend the child change in a private shower or bathroom stall. If a child is over the age of 5 years old, they may use the appropriate locker room for gender (without parent), but the Aquatics Center MUST have permission from parent to send the child into the locker room.
3. Swimmers should not linger in the locker rooms. Before practice, swimmers should change clothes and meet their coach on the pool deck as soon as possible. After practice, swimmers should quickly shower, get dressed and meet their parents in the pool lobby.
4. Parents of the same gender should only enter locker rooms in an emergency situation. There is limited space in the locker room and we ask that you please respect the privacy of the athletes who are getting dressed after practice. If your child is taking too long to get out of the locker room, open the door and encourage them to get dressed quickly.
5. The Carmel Swim Club Coaches of the same gender walk through the locker rooms before and after practice to ensure that horseplay or nothing out of the ordinary is occurring. The coaches' presence tends to limit unwanted behavior.
6. Swimmers can wear swim suits home after practice if they are not comfortable using the locker rooms.
7. There are security video cameras throughout the high school, including all entrances to the building, on the pool deck, and the hallway outside of the locker rooms.
8. Parents should report any suspicious activity to any Carmel Swim Club staff member or Carmel Aquatic Center Staff member.

Pool Balcony:

1. Use the balcony for viewing practice only.
2. Do not lean on the glass railing; a panel has broken in the past!!
3. Do not try to communicate with your swimmer or the coach during practice. The swimmers need to pay attention to the coach. Talking or gesturing to either the swimmer or coach is distracting to the entire group.
4. Do not bring any type of ball into the balcony.
5. Running or horseplay is not allowed in the balcony.
6. Supervise non-swimming siblings at all times.

Pool Lobby:

1. Refrain from playing any games that interfere with the normal flow of traffic in and out of the building including the use of tennis, soccer, footballs, etc.
2. Swimmer back packs should be stored in the appropriate area designated by your group coach.

Parking:

1. If you are going inside the building to pick up your swimmer, park in one of the parking lots north of the pool. The circle drive in front of the pool (entrance 21N) is for swimmer pickup/drop-off only. There are many other clubs, teams and events that use this drive for pickup/drop-off for their student athletes.
2. Parents/guardians should be ready to pick up their swimmer(s) at the designated time when swim practice ends for their swim group. Parents who do not attend swim meets need to pick their swimmers up from swim meets immediately when the swim meet has ended. The swim coaches and other aquatics' staff have other commitments after practice/meets and if they have to wait on parents to pick up swimmers, this makes them late for their appointments/commitments. Also, some children experience anxiety when they are not picked up in a timely manner.