

# Minor Athlete Abuse Prevention Policies (MAAPP)

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## The Safe Sport/MAAPP Information

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members, and in 2010, it formally implemented a comprehensive Safe Sport program to respond to and prevent instances of abuse and misconduct within the sport of swimming. In 2018 the Federal Government signed the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act trusting the U.S. Center for Safe Sport as the exclusive authority to respond to reports of allegations of sexual abuse and sexual misconduct within the United States Olympic and Paralympic committee and their recognized National Governing Bodies (NGBs).

### **General Requirement**

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

In this manual you will find the specific policies and procedures for NASA in the following areas:

- Policy Application
- Definitions
- Exceptions
- Best Practices Guidelines
- One-on-one Interactions
- Anti-Bullying
- Social Media/Electronic Communication
- NASA Locker Room Monitoring
- Travel Code of Conduct
- Massages and Rubdowns/Athlete Training Modalities
- MAAPP Acknowledgement

### This Policy Applies to:

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

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

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-

month period wherein the individual is in a role of active engagement) or authority over Minor Athletes: and/or

- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs

## Definitions

**Athlete:** A USA Swimming athlete member.

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

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

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

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

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

**In-Program:** Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

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

**In-Program Massage:** Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations,

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

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

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

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

**Organization:** Northridge Area Swimming Association (NASA)

### **Exceptions**

[Note: Exceptions apply only where specified]

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

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

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

## BEST PRACTICE GUIDELINES

All USA Swimming members are required to abide by the Code of Conduct. In addition to that Code, USA Swimming publishes the following Best Practice Guidelines. The Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes.

1. Parents will be encouraged to appropriately support their children's swimming experience.
2. Two-deep Leadership: One coach member and at least one other adult will be present during all practices, suit fittings, athlete pick-up and other sanctioned club activities whenever at least one athlete is present.
3. Open and Observable Environment: An open and observable environment will be maintained for all interactions between adults and athletes. Private, or one-on-one situations, will be avoided unless they are open and observable. As an example, a meeting should be moved to an open and observable location if the meeting inadvertently begins in private.
4. Coaches will not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
5. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
6. Athletes will not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
7. During overnight team travel, if athletes are paired with other athletes they will be of the same gender and should be a similar age. Athletes and Unrelated adults will not share a hotel room, other sleeping arrangement or overnight lodging while traveling.
8. When only one athlete and one coach travel to a competition, at the competition the coach and athlete will attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. Communications between non-athlete adult members and athletes will not include any topic or language that is sexual or inappropriate in nature.

## ONE-ON-ONE INTERACTIONS POLICY

### 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, **except:**

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

### II. Meetings

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

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

If a Licensed Mental Health Care Professional and/or Health care Provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, **except if:**

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

### IV. Individual Training Sessions

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

## NASA ANTI-BULLYING POLICY

Bullying of any kind is unacceptable at Northridge and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. NASA is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager, or board member.

Objectives of NASA's Anti-Bullying Policy:

1. To make it clear that NASA will not tolerate bullying in any form.
2. To define bullying and educate all coaches, swimmers, parents and board members of the types of behavior that constitute bullying.
3. To inform all coaches, swimmers and parents that there is a policy and protocol, should any bullying issues arise.
4. To make clear the responsibility of all NASA members to report bullying.
5. To spread the word that NASA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### WHAT IS BULLYING?

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members ("Members") of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other Member or damage to the other Member's property;
- ii. placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other Member at any USA Swimming activity;
- iv. infringing on the rights of the other Member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### REPORTING PROCEDURE

An athlete who feels that he or she has been bullied should do one or more of the following things:

- Talk to his or her parents;
- Talk to a NASA coach, Board member or other designated individual;
- Write a letter or email a NASA coach, Board member or other designated individual;
- Make a report to the US Center for Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.

### HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the children involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the children involved, including bystanders.
6. Model respectful behavior when you intervene.

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

## FINDING OUT WHAT HAPPENED

1. First, we get the facts.
  - a. Keep all the involved children separate.
  - b. Get the story from several sources, both adults and children, and gather all available information regarding the circumstances under which the incident occurred.
  - c. Listen without blaming.
  - d. Don't call the act "bullying" while you are trying to understand what happened.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
  - a. Review the USA Swimming definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - What is the history between the children involved?
    - Have there been past conflicts?
    - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the "popularity" of the kids involved.
    - Has this happened before? Is the child worried it will happen again?
  - c. Remember that it may not matter "who started it." Some children who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - d. Once you have determined if the situation is bullying, support all of the children involved.

## SUPPORTING THE CHILDREN INVOLVED

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

c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

## 2. Address bullying behavior

a. Make sure the child who engaged in the bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.

b. Show children that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

c. Work with the child to understand some of the reasons he or she bullied. For example:

- Sometimes children bully to fit in or to make fun of someone who is different from them. In other words, there may be some insecurity involved.

- Other times children act out because something else — issues at home, abuse, stress — is going on in their lives. They also may have been bullied. These children may be in need of additional support.

d. Involve the child who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

- Write a letter apologizing to the athlete who was bullied.

- Do a good deed for the person who was bullied, for NASA, or for others in your community.

- Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

- Zero tolerance or "three strikes, you're out" are generally unsuccessful strategies. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

- Similarly, conflict resolution and peer mediation often don't work for bullying.

Bullying is not a conflict between people of equal power who share equal blame.

Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

## 3. Support bystanders who witness bullying. Every day, children witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:

a. Be a friend to the person being bullied.

b. Tell a trusted adult – your parent, coach or a NASA board member.

c. Help the child being bullied get away from the situation. Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. "Let's go, practice is about to start."

d. Set a good example by not bullying others.

e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



## SOCIAL MEDIA/ELECTRONIC COMMUNICATION POLICY

The Northridge Area Swimming Association recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary methods of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### GENERAL CONTENT

All communications Adult Participants to Minor Athletes must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

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

- drug or alcohol use;
- sexually oriented conversation, sexually explicit language and/or sexual activity;
- the adult's personal life, social activities, relationship or family issues or personal problems; and/or
- inappropriate or sexually explicit pictures.

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. Whether one is an athlete, coach, board member or parent, the guiding principle to use in communication is:

- "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?"
- "Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient's parents, the coaching staff, the board or other athletes?"
- "Is this something I would be comfortable with if it were on the front page of my local newspaper?"

### Open and Transparent

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

**Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All electronic communication between coaches and athletes should be considered part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

**Professional:** All electronic communication between a coach and an athlete should be conducted professionally. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

#### TEXTING

If coaches need to communicate with an athlete via text message, the athlete's parent or legal guardian must be included on the communication. If the athlete communicates with the coach via text message first, the coach must include the parent or legal guardian on all responses to the athlete.

#### EMAIL

Athletes and coaches may use email communication. When communicating with an athlete through email, a parent or legal guardian must be copied on the communication. When a coach must communicate to entire group/team, another coach or a board member must also be copied.

#### REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

#### HOURS

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

#### PROHIBITED ELECTRONIC COMMUNICATION

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

## LOCKER ROOM MONITORING POLICY

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at Northridge High School and Northridge Middle School.

These locations have changing areas that are shared with the general public. As such, there is a possibility for people who are not associated with NASA in the changing area around the time of practice.

### REQUIREMENT TO USE LOCKER ROOM OR CHANGING AREA

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

### OBSERVABLE AND INTERRUPTIBLE

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

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

### PRIVATE OR SEMI-PRIVATE SPACE FOR MINOR ATHLETES

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

### 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 the locker room, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

### UNDRESS

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

### SHOWERS

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

## MONITORING

The Organization must regularly and randomly monitor the use of the 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 female locker rooms and men checking 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.

The Organization prohibits parents/legal guardians from entering locker rooms and changing areas. If a parent/legal guardian needs to enter the locker room or changing area, it must be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

If a Minor Athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an Minor Athlete's disability warrants assistance, then parents/legal guardians MUST use the private changing room located in the observation room at Northridge High school or the Office bathrooms at Northridge Middle School. Parents/guardians must let the coach know beforehand that he or she will be helping the Minor Athlete.

The Organization has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While the Organization does not post coaching staff inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. All sweeps of the Locker Rooms are conducted in accordance with the above Locker Room Policies

## TEAM TRAVEL/CODE OF CONDUCT POLICY

**Purpose:** In-Program 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. The purpose of the Team Travel Policy is to establish standards of behavior and manage expectations for NASA and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

Team Travel is defined as overnight travel to a swim meet other team activity that is planned and supervised by NASA or the LSC.

### **USA Swimming/US Center for Safe Sport Required Policies.**

NASA and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook and the US Center for Safe Sport's Policy on In-Program Travel and Lodging.

#### a) Transportation

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

#### **Recommended**

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

#### b) Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During in-Program travel, all In-Program contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program travel, when doing room check, two-deep leaderships (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to Lodging a, b and c;
  - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or

- ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.
- f. During in In-Program travel if the Adult Participant and Minor Athlete are in a one-on-one situation, the Adult Participant should attempt to establish a "buddy" club to associate with during the In-Program travel.
- g. To ensure the propriety of the Minor Athletes and to protect the Adult Participant, there should be no Minor Athletes of opposite competition category in the opposite competition categories hotel room.
- h. Curfew shall be established by the Organization or LSC Staff each day of the In-Program Travel.

### c) Written Consent

- a. A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.
  - i. A copy of the Organizations Code of conduct must be signed by the Minor Athlete and their parent/legal guardian.
  - ii. Organization or LSC officials should obtain a signed liability release and/or indemnification form for each Minor Athlete.
  - iii. Organization or LSC Officials should carry a signed medical consent authorization to treat form for each Minor Athlete.

### d) Meetings

- a. Meetings during IN-Program Travel must be conducted consistent with the One-on-One Interactions section of the policy (e.g., any such meeting must be observable and interruptible).
- b. All Minor Athletes and Adult Participants traveling with the Organization will attend all Organization functions, including meetings, practices, meals, competition sessions, etc. unless otherwise excused or instructed by the Adult Participants.
- c. The directions and decisions of the Adult Participants on any In-Program travel are final.

## Example Team Trip Code of Conduct/Permission Slip.

### CODE OF CONDUCT AND TRAVEL POLICY

The following code (along with the USA Swimming Code of Conduct) is in effect throughout the entirety of the Winter Senior State Meet team trip (March 15-17, 2019). Additionally, anyone, who acts in a manner that would interfere with the trip objectives listed below, will be subject to return home (**at the expense of the individual involved**) as well as other possible punishments including future status with the club. Note that ALL members of this trip (Coaches, Athletes and Chaperones) must be members in good-standing with USA Swimming.

1. All team members are expected to behave in an exemplary manner. The reputation of Northridge Area Swimming Association, the coaching staff and athletes, is dependent on your behavior.
2. The coaching staff holds the final word on any rules, regulations, or disciplinary action throughout the team trip.
3. The consumption or usage of any illegal substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team/sport affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the trip.
4. At no time will male and female team members be in the hotel room of the opposite gender. The only exception would be if swimmers are in the room of the coaching staff while under two-deep direct supervision. This applies to members of any other team as well. The hotel has a lobby in which team members can socialize!
5. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). If this occurs, and an additional athlete shares the room then all must be of the same gender. In addition, the additional athlete's parents must provide written consent.
6. No team meetings or activity may be missed. Be punctual to all meetings and activity times.
7. Appropriate attire, including designated team wear, shall be worn during all team activities.
8. No team member may be out of his or her room after the assigned bedtime/curfew. Permission must be obtained from the Head Coach to leave the room past this time. The head coach will also establish a "lights out" time.
9. When visiting public places then athletes must stay in groups of no less than three persons.
10. Any damages or thievery incurred during this trip will be at the expense of the swimmer and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in public areas, and such behavior will be kept to a minimum in your hotel room.
11. All team members will be polite in public areas including restaurants. If applicable, leave a 15% tip. If there has been a problem with the service, see a member of the coaching staff.

I recognize my responsibility to abide by the rules and requirements of this senior group team trip. I acknowledge that I have received these and will abide by them.

Swimmer: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Chaperone: \_\_\_\_\_

Date: \_\_\_\_\_

Coach: \_\_\_\_\_

Date: \_\_\_\_\_

## Example Team Permission Slip

I, \_\_\_\_\_ GIVE PERMISSION FOR  
(Parent or Guardian)  
\_\_\_\_\_ TO TRAVEL WITH  
(Athletes Name)

USA SWIMMING SANCTIONED MEMBERS OF THE NORTHRIDGE AREA  
SWIMMING ASSOCIATION TO THE 2019 WINTER SENIOR STATE  
CHAMPIONSHIPS IN INDIANAPOLIS, INDIANA FROM

MARCH 15-17, 2019.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE



## MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES POLICY

### GENERAL REQUIREMENT

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

### ADDITIONAL MINOR ATHLETE REQUIREMENTS

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