



SAFE SPORT POLICY

and

EMERGENCY
PROCEDURES



Minor Athlete Abuse Prevention Policy

Union Township Swim Club

June 23, 2019



THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this 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, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

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

II. Meetings

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

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

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

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

IV. Individual Training Sessions

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

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

II. Open and Transparent



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

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

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

IV. Hours

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

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Union Township Swim Club and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

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

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

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

II. Team Travel

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

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



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

Team Managers and Chaperones who travel with Union Township Swim Club or LSC must be USA Swimming members in good standing.

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

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

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

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

II. Use of Recording Devices

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

III. Undress

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

IV. One-on-One Interactions

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

V. Monitoring

Union Township Swim Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.



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

VI. Legal Guardians in Locker Rooms or Changing Areas

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

MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

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

II. General Requirement

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

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Union Township Swim Club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. 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.



UNION TOWNSHIP POOL EMERGENCY PROCEDURES MANUAL

The following safety measures are enclosed for your information. It is recommended that you review these procedures and discuss them with your child at the start of the season.

Power Outage

- Stay Calm - Everyone stay where they are until light is secured, via return of power, emergency lights, or flashlights.
- Coaching staff to assist all children out of the pool and take attendance to make sure all are accounted for.
- If parent available, have them or older children assist the younger ones into the locker rooms to change into their clothes.
- If power is not restored contact parents of each child to pick them up. If any parent is unreachable, a designated adult will stay with the remaining children until picked up.
- If the athletes are in danger in that specific area, follow emergency evacuation procedures.

Medical Emergency

- Notify Coaching Staff immediately.
- Do not attempt to move a person who is ill or injured unless they are in immediate danger or further injury.
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives.
- Call for medical help.
- Use personal protective equipment when exposing yourself to bodily fluids.
- Comfort the victim and reassure them that medical attention is on the way.
- Remain calm and reassure all present that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the victim's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by the school or police officials.
- Rejoin the children as soon as possible.

Lost/Missing Child

- Remain calm.
- Report the child missing to the Coaching Staff.
- Furnish a physical description and clothing information.
- Search the entire premises for the child.
- Ask the other children if they know where the missing child might be.
- If unable to locate, call the authorities.

Hazardous Material/Chemical Spill/Leak

- Notify the coaching staff immediately.
- Do not try to clean up the spill unless you are trained and have the proper equipment to perform the cleanup.
- Attempt to provide ventilation to the affected area if possible.
- Implement the appropriate emergency procedure (e.g. Evacuation) to ensure that children are not exposed to danger.
- Direct the children to go immediately to an agreed upon designated area in a calm, orderly manner.
- If possible, control access to the affected area by closing doors.
- Once you have reached the designated area, take attendance.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and call for medical attention if necessary.
- Call the authorities and describe the situation.
- Remain in the designated area until the spill/leak has been secured.

Weapons on School Grounds

- Remain calm.
- Should someone observe a gun or other weapon instruct them NOT TO TOUCH IT!
- Notify the Coaching Staff immediately.
- Secure the scene until the appropriate personnel retrieve the weapon.
- Ensure children's safety by moving everyone away from the weapon.
- If necessary, implement the appropriate emergency procedure (e.g. Building, Lockdown, etc.) to ensure children are not exposed to danger.
- If a person is in possession of the weapon DO NOT APPROACH OR ATTEMPT TO DISARM THE SUSPECT.

Suicide Attempt or Threat

- If an individual expresses suicidal thoughts, via verbal or written means, or attempts suicide: The person who first intervenes in a potential suicide needs no special skill. Availability is much more important than talking.
- Inform the Coaching Staff.

- Notify the authorities.
- Stay with the child until help arrives.
- Do not try to handle the situation alone, seek immediate assistance.
- Listen and observe. Of vital importance to a person in an emotional crisis is to have someone available who will listen and hear what he or she is saying. Avoid false reassurances. Do not be judgmental.
- Be supportive. Communicate your concern for the person. Keep your own emotional response under control.
- Be sensitive to the relative seriousness of the person's thoughts and feelings. Inquire directly about thoughts of suicide. If you do not respond to the person's suicidal thoughts, they may interpret your reaction as not caring. When a person speaks of clear-cut, self destructive plans, the situation is usually much more serious. Take any suicidal complaint seriously even if it is expressed in a calm voice.
- If weapons were used to attempt suicide, DO NOT ATTEMPT TO DISARM THE INDIVIDUAL.
- Trust your own judgment. If you believe someone is in danger of suicide, act on your own beliefs.

Intruder in the Building

- If an intruder enters the building, notify the Coaching Staff immediately.
- Prepare to lockdown or start to lockdown your area.
- Take attendance to make sure all children are accounted for.
- Call the authorities.

Dealing with Difficult Person

- Be aware of your surroundings when dealing with a difficult individual.
- Try to get the person to calm down and remember that "cooler heads prevail".
- Call for assistance if needed.
- Do not aggravate the individual by threatening or demeaning them.
- Time and distance are important. The more time you have, the more time you will be able to prepare yourself.
- Develop a plan to safely get away if the situation becomes dangerous.
- Gain the attention of someone who can help.
- Use delaying techniques to gain more time.
- Keep at least one arms-length away from the individual; the more distance you can put between yourself and the individual, the better off you are.

Bomb Threats - Parcel

- Remain calm.
- Do not touch or approach a bomb or suspicious device.
- Do not use a portable radio or cell phone.
- Notify the Coaching Staff immediately.
- Do not attempt to move or open the package.
- Keep anyone from handling or going near it.
- Evacuate the children out the the immediate area.
- Take attendance to account for all children.
- Write down everything you remember about the letter or parcel.

Bomb Threats - Phone

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call.
- ASK THE CALLER THE FOLLOWING QUESTIONS:
 - Where is the bomb?
 - When will it explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What is the caller's name and motive for placing the bomb?
 - Are you an employee?
 - Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Notify the authorities as soon as possible.

Fire

- If you discover fire or smoke...
 - Remove anyone from immediate danger.
 - Notify the authorities.
 - Close all the doors to confine smoke and fire.
 - Unless otherwise directed, follow the evacuation plan and proceed to the designated safe area outside the building.
- If you hear the audible fire alarm...
 - Remain calm.
 - Evacuate and stay with your children.
 - Take attendance at the designated area.
 - Only return to the building when directed by authorities.
- If someone is on fire...

- STOP where you are.
- DROP to the ground.
- ROLL over and over to smother flames.

Explosion

- Be prepared to evacuate or shelter-in-place.
- Be prepared for further explosions.
- If evacuation is ordered, proceed to the designated assembly area.
- Open doors carefully and watch for falling objects.
- Take attendance and report any missing children to the authorities.

- If you are trapped in your room...
- Wedge wet towels or cloth materials along the bottom of the door to keep out the smoke.
- Try to close as many doors as possible between you and the fire.
- Call the authorities.
- Only break a window as a last resort.

Severe Weather

- Tornado Watch is issued by the National Weather Service when severe weather conditions and possible tornadoes could occur in the area.
- Be prepared to respond if weather conditions worsen.
- Tornado Warning is issued when a tornado has been sighted or indicated by weather radar.
- Immediately move to your designated shelter area.
- Close blinds, drapes, and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Have children sit on the floor along interior walls as far away from any windows as possible. Calmly demonstrate the "Duck and Cover" procedure to children. Have them remain in that position until "All Clear" is announced.
- If high winds or tornadoes strike the building, shout "Duck and Cover" and assume the position yourself. Remain in the "Duck and Cover" position until "All Clear" is announced.
- Assess the situation with respect to injuries or building damage. Render first aid to those with injuries, if you are trained to do so, until medical rescue arrives.
- Take attendance and account for all children.
- Unless there is an imminent hazard in your area, keep children from leaving the area until emergency crews arrive. If the building is significantly damaged, several hazards, such as exposed electrical wires, sharp or falling debris etc., may be present.
- Do not dismiss the children until instructed by the authorities.

Lockout

- Consists of moving all children off grounds and exterior portables on the site and into the building, securing all entrances, and denying access to any unauthorized persons.

Lockdown

- Consists of the steps in a Lockout, in addition to getting all building occupants on the ground and out of sight from the hallway.
- Remain calm
- Commence the lockdown immediately by locking all interior and exterior doors.
- Cancel all outside activities until notified by authorities.
- Close all doors and windows and keep all blinds and curtains open.
- Keep children quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure children that everything possible is being done to return the situation to normal.
- If a gunshot or explosion is heard, get everyone on the floor.
- Contact the authorities if you have an emergency in your area.
- Do not allow children to be unattended at any time.
- Conduct frequent counts of all children and immediately report any missing student to the authorities.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them into the building.
- Lockdown is to remain in effect until cancelled by the authorities and "All Clear" is announced.

Evacuation

- Remain calm and stay with the children.
- Locate the designated evacuation area.
- Tell children to go immediately, in a calm, orderly manner.
- Take attendance.
- Consider special-needs occupants that may need assistance evacuating.
- When leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- If smoke is present, stay low. The best quality of air is near the floor.
- If your primary route is blocked or unusable, use your secondary exit route.
- DO NOT take personal items with you.
- Close doors behind you when exiting.
- Walk, do not run.
- DO NOT go into the restroom
- DO NOT use elevators.
- Once you have reached the designated area, count all children and immediately

- report any missing child to the authorities.
- Stay with the children, keeping them in a group.
- Remain at the designated evacuation assembly area until directed by the authorities. and "All Clear" has been announced.

Hostage Situation

- If you are actually involved in a hostage situation ask the hostage taker in a calm voice for permission to evacuate the area.
- Avoid quick or jerky movements that would upset the hostage taker.
- If not allowed to evacuate, remain calm and set the tone for the others
- Follow the instructions of the hostage taker and inform the children or others involved to do so as well.
- Take attendance.
- Be prepared to talk on the phone, you may be forced to do so.
- Treat the hostage taker as normally as possible. Do not make any demands.
- Trust the negotiators. Accommodate the hostage taker. Ask for permission to speak. Face the hostage taker when speaking, however do not crowd the hostage taker's space. Be respectful and never argue or make suggestions.