



Hinsdale Swim Club Member Handbook 2019-2020

**You Don't Need to be a Superstar to Join Hinsdale Swim Club ...
Just Ready to Become One!
Hinsdale Swim Club – A Team Where Every Swimmer Matters!**

The Hinsdale Swim Club (HSC) is a competitive age group swimming program. HSC offers a program that is designed to address the needs of various levels of swimming ability from beginning to the advanced swimmer.

Mission Statement

To promote mutual understanding and cooperation among parents, coaches and swimmers for the improvement and progress of competitive swimming and to encourage and develop good sportsmanship, individual integrity and team play.

Coaching Philosophy

The goal of the HSC Coaching Staff under the direction of the Head Coach is to provide each athlete with a safe and healthy environment and the opportunity to better develop as an individual competitive swimmer. The values of discipline, commitment, hard work, responsibility, and accountability are stressed, as well as teamwork, sportsmanship, and team loyalty. Positive attitudes, hard work and discipline are expected from everyone.

Because practice is essential to every swimmer's development, all swimmers are encouraged to meet at least the minimum practice requirements. It is also stressed that the quality of the time spent at practice is as important as the quantity of time and the effort put forth. The goal of swimmers should be to have their motivation come from within instead of from external sources. All improvements in time, no matter how small, are celebrated.

Role of the Board of Directors

The role of the Board of Directors is to provide support to the coaching staff in running the HSC swim program. The Board facilitates and votes on issues such as budget, team functions, special events and trips. The Board is the liaison with the coaching staff and fills a consultative role in representing the interests of team families. If you are interested in serving, please contact either the Head Coach or a Board member.

Practice Group Descriptions

The following are guidelines and are subjective in nature. **Decisions regarding movement between groups are made at the discretion of the HSC Coaching Staff.** In addition to swimmers achieving the standards and requirements listed, Coaches need to be confident the swimmer will be successful in the next group, before they will be moved. The HSC Coaching Staff moves swimmers to different practice groups twice a year, typically after the short-course season in March and after the long-course season in August. However, there can be situations when the HSC staff believes a swimmer needs to move mid-season for the best possible training experience. The Coaching Staff is constantly monitoring swimmers to ensure they get the

appropriate type of instruction, direction, and motivation for success. If you have any questions or concerns, please contact your swimmer's coach.

Here are some things the HSC Staff will consider when moving a swimmer to a new practice group:

- Space within the practice group – to prevent overcrowding
- Age of the swimmer – there is a maturity level required of certain practice groups in order for the athlete to have a successful training and social experience
- Can the swimmer handle the practice time and extra work in the new group?
- Attendance
- Practice habits and behavior
- Meet attendance and confidence

Bronze (10 years old and under) – The focus of our Bronze Team group will be teaching new swimmers the skills and strokes required to participate in HSC's Silver group. Swimmers must be able to swim 25 yards of freestyle and backstroke without stopping, maintain a streamline and complete diving progression. Coaches will be introducing new swimmers to basic drills and stroke fundamentals necessary for developing legal strokes. Coaches will also be encouraging safe and appropriate behavior in the pool and around the pool deck. **Swimmers are encouraged to attend at least 3 practices per week and it is recommended swimmers attend all home swim meets.**

Silver (10 years old and under) – Our introductory group to USA Swimming for 10 & Under. Swimmers must be able to swim a legal 25 yards of freestyle, backstroke, breaststroke and butterfly. The focus of our Silver group is building correct stroke technique, learning starts and turns, and introducing swim meet procedures. Coaches will be encouraging correct drill technique, while reinforcing past stroke drills and teaching new drills. Swimmers should expect to learn the basics of breaststroke and butterfly as well as participate in competition. **Swimmers are encouraged to attend at least 3 practices per week and are encouraged to compete in at least 1 away meet during the year and attend all home meets.**

Gold (10 years old and under) - Our developmental group for age group swimmers ready with more advanced skills and a moderate level of competition. Swimmers must be able to complete a legal 100IM with legal turns, 50 yards of legal fly, back, breast and freestyle. Swimmers should have an advanced knowledge of all stroke drills. The goal for these swimmers is continued development of all strokes and skills as well as making first BB qualifying times. **Swimmers are encouraged to attend at least 3 practices per week and compete in 2 away meets during both the short- and long-course seasons, as directed by the HSC Coaching Staff and attend all home meets.**

Platinum (10 years old and under) – Our highest developmental group for age group swimmers is comprised of elementary school aged swimmers. Swimmers must be able to complete a legal 200IM, a legal 75 of each of the 4 strokes, including turns. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. The goal for these swimmers is to achieve Regional at State Championship Time Qualifications. **Swimmers are expected to attend at least 70% of practices and attend a minimum of 3 regular season meets during the short course season and 2 regular season meets during the long-course season.**

Squad 3 (10 years old and older) - This group focuses on the continued development of our competitive age group swimmers. Composed of both middle school and elementary school aged swimmers, in this group athletes will continue to develop strokes and skills, as well as continue to strengthen endurance and fitness. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. The goal for these swimmers is to complete a legal 200IM and eliminate all NTs for all 100's. **Swimmers are expected to attend at least 65% of practices and attend a minimum of 4 regular season meets during short course season and 3 regular season meets during the long course season as directed by the HSC Coaching Staff.**

Squad 2 (10 years old and older) - This group focuses on the continued development of our competitive age group swimmers. Composed of both middle school and elementary school aged swimmers, in this group athletes will continue to develop strokes and skills, as well as continue to strengthen endurance and fitness. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. The goal for these swimmers is to complete a legal 200IM and eliminate NTs for all 100's and 200's as well as achieve BB and Regional Time Qualifications. **Swimmers are expected to attend at least 75% of practices and attend a minimum of 4 regular season meets during short course season and 3 regular season meets during the long course season as directed by the HSC Coaching Staff.**

Squad 1 (11 years old and younger) – Our highest training group for age group swimmers is comprised of both middle school and elementary school aged swimmers. Swimmers must be able to perform a legal 400 IM and read a pace clock. Swimmers will be introduced to race strategy and may also be introduced to dryland training. The goal for these swimmers is to achieve Regional, State Championship, Zone, and NCSA Age Group Championship Time Qualifications. **Swimmers are expected to attend at least 75% of practices and attend a minimum of 4 regular season meets during short course season and 3 regular seasons meets during the long course season as directed by the HSC Coaching Staff.**

Senior 2 (12 + year olds) – Our senior group for older more experienced and serious swimmers, comprised of high school and middle school swimmers. These swimmers are hoping to achieve Regional and State Championship qualifying times. Swimmers must have abilities in the following areas: ability to read a pace clock and understand more complicated workouts, compete using specific race strategies and smart swimming, experienced dry-land training, leave on time during sets, starts and finish all sets at the wall. **Swimmers are expected to attend at least 75% of practices, 75% of dryland training and participate in all qualified competition, as directed by the HSC Coaching Staff.**

Senior 1 Groups (13+ year olds) – Our most elite and serious training groups, comprised of high school and middle school swimmers. These swimmers should be part of our Championship Team competing at elite swim meets including Regionals, Junior State Championship, Central Zone, Senior Champs, Sectionals, Junior and Senior Nationals, Olympic Trials, and Olympics. Swimmers are expected to become personally responsible and are held accountable for their own swimming, goals, and motivation with the guidance of the Head Coach. **Swimmers are expected to attend at least 80% of practices, 75% of dryland training and participate in all qualified competition, unless coaches have been notified. Swimmers must maintain 3 regional cuts in their respective age group. All standards must be maintained to continue to swim in Senior 1. Failure to maintain these standards will result in an adjustment to a more appropriate group.**

Senior 1 Select

- Ages: 13 and up
- Placement Criteria:
 - At least 1 Age Group State Qualifying Time at age 13+, **OR**
 - At least 4 Regional Qualifying Times at age 13+, **OR**
 - At least 1 Regional Qualifying Time at age 15+
- Primary goal: be part of our Championship Team competing at elite swim meets including Regionals, Junior State Championship, Central Zone & National Age Group Meets

Senior 1 Advanced

- Ages: 15 and up
- Placement Criteria:
 - At least 1 Senior State Qualifying Time at age 15+, **OR**
 - At least 4 Regional Qualifying Times at age 15+

- Primary goal: be part of our Championship Team competing at elite swim meets including Regionals, Junior State Championship, Central Zone, Senior Champs, and Sectionals

Senior 1 Elite A and B

- Ages: 13 and up
- Placement Criteria:
 - At least 1 IHSA State, 1 NCSA Junior Nationals or 1 Summer Sectional Qualifying Time at age 13+, **OR**
 - At least 2 Senior State Qualifying Times at age 15+, **OR**
 - At least 4 Regional Qualifying Times at age 17+
- Primary goal: be part of our Championship Team competing at elite swim meets including Regionals, Junior State Championship, Central Zone, Senior Champs, Sectionals, Junior and Senior Nationals, Olympic Trials, and Olympics

Financial Responsibilities

Membership fees and team-hosted meets provide the means for HSC to pay coaches' salaries, coach travel expenses, pool rent and other operating expenses. A deposit is due in June of each year as a commitment for a spot on the team for the following season. The balance of fees is due prior to the start of the season each fall. HSC reserves the right to suspend a swimmer from practice and/or meets if fees are not paid.

Hinsdale Swim Club Provides:

- Experienced certified coaches on staff
- Multiple coaches on deck for each practice group
- Year-round swimming
- A focused training schedule designed for each practice group's optimum success
- The opportunity to practice in small focused groups
- A personalized experience and specific feedback for all athletes
- Team attachment for USA Swimming Registration processing
- For your bill-paying convenience, we accept payment by credit card or direct debit to your bank account.

Volunteering

Membership with HSC requires a parental volunteer commitment based upon the number of team swimmers in a family. As part of registration, parents sign up to volunteer at HSC-hosted meets. HSC also requires families to make a one-time, refundable volunteer deposit of \$150 when they join the team. Read more on volunteering elsewhere in the annual registration materials.

Discipline

The coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will take into account (1) the nature and severity of the conduct (2) any prior disciplinary action and (3) the adverse effect of the conduct on other swimmers. Examples of disciplinary action include verbal warning, removal from a practice, notification to the swimmer's parents, suspension from some or all HSC activities up to and including expulsion from HSC. The coaches will take any immediate action that is both necessary and appropriate under the circumstances to ensure the safety of swimmers. Read more on required swimmer and parent conduct elsewhere in the annual registration materials.

Communication & Website

The main communication source for HSC is through email and the website www.thehinsdaleswimclub.com. Additional information such as practice changes and updates will be sent via e-mail from the Head Coach. It is critical that the main email address for a swimmer is one that is checked daily. Please do not try to speak with coaches immediately prior to or after practice unless this has been arranged in advance. Do not call, text or try to speak with coaches during practice or swim meets as they need to be focused on the swimmers.

Pool Deck Access

Parents are not allowed on the pool deck at any of the pools we use (with the exception of the designated area behind the hot tub at the Lodge). This includes time during team practices as well as during private lessons. Only swimmers, coaches, and volunteers that have the proper credentials and insurance through USA Swimming are allowed on pool deck during or after practice. This will be strictly enforced.

Filming/Photography

In compliance with USA Swimming and Illinois Swimming regulations, HSC has a zero tolerance policy for filming or photography at practices. Filming or photography at practices by an individual other than a coach is strictly prohibited. Any individuals observed filming or taking photos during practice will receive only one warning; subsequent violations will result in not being permitted to observe practice for the remainder of the season.

Participation in Meets

Swimmers may only participate in meets that have been arranged by HSC and are listed on our website. Participation in any meets outside the approved meet list must have the express consent of the Head Coach.

Swimmers will be encouraged to swim as MANY MEETS AS POSSIBLE, however, there is NO REQUIREMENT that swimmers participate in every meet.

Speed Suits

Swimmers may only wear a speed suit (also referred to as a tech suit or racing suit) at meets when directed by their coach. This will generally occur only for championship meets. Note that we are Speedo sponsored club, so it is strongly encouraged that Speedo Racing Suits are purchased through Urban Tri Gear so a proper fit can be ensured.

Team Equipment

Practice Equipment requirements have been developed for each group on the team. Swimmers will be responsible for having ALL equipment required for their group CONVENIENTLY READY FOR USE AT ANY GIVEN MOMENT DURING A WORKOUT. This means swimmers should bring all their equipment on deck with them everyday.

Meet Entry Policy/Guidelines

HSC has developed some meet entry guidelines to ensure swimmers get properly entered in meets. The following contain important meet entry information HSC members should know:

- Entries for a particular meet will open a minimum of 14 days ahead of the meet entry deadline. The meet packet and other available and pertinent information will be posted on the applicable meet page on the HSC website (www.thehinsdaleswimclub.com) at this time. HSC members will receive email notification that entries for a meet have been opened.

- HSC members will have 7 days to commit to the meet in whole or just to sessions. The entries will be closed to the team 7 days ahead of the meet entry deadline.
- For most meets, swimmers will be asked to “Commit By Session” and then the HSC Coaching Staff will choose the events the swimmers will swim during all committed sessions.
- Preliminary meet entries will be posted on the HSC website and sent via email to the team a minimum of 3 days prior to the meet entry deadline.
- Parents, guardians, and swimmers will have 2 days to review the entries and email to discuss any potential additions or changes with the HSC Coaching Staff. **Note, however, that although changes to the meet entry may be discussed, the HSC Coaching Staff has final say on what events into which a swimmer will be entered.**
- If a meet entry deadline is missed, HSC members may ask for late entries, however, there are **NO GUARANTEES** their swimmer(s) will be able to be entered in the meet.
- There may be some meets which have required qualifying times where the meet entry will be opened as “Commit By Event”. This will be done to allow families to determine if their swimmer is indeed qualified for the meet. Even in these cases, **the HSC Coaching Staff still has final say on what events into which a swimmer will be entered.**
- In the case that there are relays at a meet, **the decision on relay lineups for entered relays will be made solely by the Coaching Staff.** Except for Championship Meets, relays will be decided upon by the HSC Coaching Staff at the time of the meet.
- For Championships Meets (Regionals, Age Group State, and beyond), HSC swimmers will be entered in **ALL** events that they have qualified in. If the swimmer is overqualified in events, the HSC Coaching Staff will assist the swimmer in determining which events should be scratched.

Note that there are 4 Appendices to this Handbook:

Appendix A: Policy to Address Bullying
 Appendix B: Policy for Electronic Communication
 Appendix C: Policy for Team Travel
 Appendix D: USA Swimming MAAPP

Questions?:

Email info@thehinsdaleswimclub.com

Updated July 2019

Appendix A

Policy to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Hinsdale Swim Club (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) 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 prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

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 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 is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming 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 make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

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 kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS 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 kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

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 kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized
 - If the targeted child feels like there is a power imbalance, there probably is.

Has this happened before? Is the child worried it will happen again?

- c. Remember that it may not matter "who started it." Some kids 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 kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids 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:
 - i. 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.

- ii. Develop a game plan. Maintain open communication between the Club and 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.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids 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:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid 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:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work.

Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation 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.

5. Support bystanders who witness bullying. Every day, kids 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 club board member;
- c. Help the kid 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.

Appendix B

Policy for Electronic Communication

PURPOSE

The Hinsdale Swim Club (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method 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 between a coach or other adult and an athlete 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 regarding Athlete Protection.

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

- drugs or alcohol use;

- sexually oriented conversation; sexually explicit language; sexual activity

- the adult’s personal life , social activities, relationship or family issues, or personal problems; and 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 always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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 a matter of record and 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 as a representative of the Club. 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.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any

“friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Appendix C

Policy for Team Travel

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete to athlete misconduct. During 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.

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

Section 1

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check. (305.5.B)
- c. 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). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two deep leadership and open and observable environments should be maintained.
- b. Athletes should 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.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. 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.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. 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.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3

Safety

- a. Additional guidelines may be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and well being of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Code of Conduct/Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature (obtained electronically during registration) on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet related functions, they are representing both themselves and the (Hinsdale Swim Club). Athlete behavior must positively reflect the high standards of the club (or LSC).

- g. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete's expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Swimmers are to refrain from use of inappropriate language.

Appendix D

USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP)

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. Collectively “Applicable Adult(s)”

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 club.

IV. Individual Training Sessions [Recommended]

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 the 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" the 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.

[Recommended] 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 the club or LSC must be USA Swimming members in good standing.
- b. 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 arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

- 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

- a. 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

- a. 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

- a. 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

- a. The 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:
- b. Conducting a sweep of the locker room or changing area before athletes arrive;
- c. Posting staff directly outside the locker room or changing area during periods of use;
- d. Leaving the doors open when adequate privacy is still possible; and/or
- e. 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 the 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. [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.