



NASA Wildcat Aquatics Swim Club

- 2021 Team Handbook -

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Mission

NASA Wildcat Aquatics is a competitive swim team. Our mission is to foster a culture of excellence, inclusivity and equity through the sport of swimming.

Team Philosophy

We believe that swimming can be both fun and competitive at the same time. Our dedicated staff works together toward one common goal - success for every individual participant at every level. We put an emphasis on technique, mental preparedness and a love for racing, so swimmers have an understanding of what makes them efficient and fast in the water.

The foundation of our team produces strong, confident, and well-rounded athletes that are sure to make life-long memories in and out of the pool. As a team that values diversity, inclusivity and equity, we strive to create a space where our community members feel safe and supported and successful through transparent communication, relationship building and trust.

Organizational Structure

The NASA Wildcat Aquatics Swim Club (“WILD”, “Team”, “Club”) is managed by a Coaching Staff and two 501(c)(3) charitable clubs - the Wildcat Aquatics Swim Club (“Swim Club”, “Board of Directors”, “Board”) and the NASA Wildcat Aquatics Booster Club (“Booster Club”). The Swim Club is organized for the purpose of operating an age-group swim program for the benefit of the Varsity Swim Program of Northwestern University. WILD focuses on teaching skills and strategies to improve athletes of all levels and abilities. The Booster Club is organized for the purpose of providing support, including administrative and fundraising support for WILD in order to foster amateur swimming in the northern Illinois region.

The leadership officers of the Swim Club currently consist of the Head Coach of the Varsity Swim Program of Northwestern University, the Head Coach of WILD, the past President of the Booster Club and the current president of the Swim Club. The leadership officers of the Booster Club are volunteers and are elected by the parent membership. The coaching staff, the Swim Club and the Booster Club representatives work in collaboration to give direction to and assess the needs of WILD.

Booster Club meetings are held regularly throughout the swimming season. Minutes of those meetings are provided on the team website under the Team Info>Booster Club tab.

Communications

The cornerstone of WILD is communication. The team website, www.nasawild.org, is designed to be the main source for communication of team information, events and updates. Remember to stay informed by checking it regularly.

Wildcat Weekly Newsletter

- One of the most important communications to read. This newsletter is emailed out every week with information including upcoming swim meets, team functions, training group news, educational articles and general news.

Website - www.nasawild.org

- The website contains meet results, practice schedules, schedule changes and club activities. Links on the website allow families to register for the season, sign up for meets, make payments, and sign up for volunteer positions for meets and events.

Email

- Emails are sent frequently, sometimes to specific groups and sometimes to the entire team. Pertinent information, deadline updates and schedule changes will be emailed to you whenever possible. Include your email address at registration. If you'd like another person or second email account to receive the team emails, you can add an email address to your account.

Mailboxes

- Each family is designated a folder in the team boxes near the glass pool exit doors. Award ribbons and team gear orders will be delivered to the swimmers through their folder (or on the table by the folders) when they arrive.

Contacting the Coach

- Direct your questions and concerns to the lead coach of your group via email. All information for contacting the coaches is provided on the WILD website via the “Coaches” link on the top right corner of the home page.

Other Websites to Visit

- Illinois Swimming - www.ilswim.org
- USA Swimming - www.usaswimming.org

Waivers

For your reference, below are the waivers you signed at registration. By registering for NASA Wildcat Aquatics Swim Club you agree to all waivers listed, and agree to adhere to all policies in this document.

Medical Release Waiver

I, the undersigned parent or legal guardian of the above swimmer, a minor, hereby designate the coaches and the above named individual to act as my agents in the capacity of activity supervisors and vehicle drivers, and to consent to medical, surgical or dental examination and/or treatment on my behalf or until I can be contacted.

Liability Waiver

I, the undersigned parent or legal guardian of the above swimmer, acknowledge that participation in all activities related to WILD is voluntary. Northwestern University, Northwestern University Fitness and Recreation, other practice facilities and host facilities shall not be held liable for any injuries, damage or other such loss which the minor participant may incur while using a facility or participating in the WILD program. I, the undersigned, specifically assume all risks of injuries, damages or other such losses, including death, at the above listed facilities while participating in the WILD program, or engaging in exercise/activity at any of the above listed facilities. I waive any and all claims against Northwestern University, NASA Wildcat Aquatics Swim Club, the Team Board and Booster Club, and each of their trustees, officers, agents, employees for any such injuries, damages or other such losses.

Photo Waiver

As the parent or authorized guardian of the minor child or children specified at registration (each, a "Team participant"), I give my permission to NASA Wildcat Aquatics Swim Club (the "Team") to take photographs, video, audio and/or other still or live visual or auditory depictions of each Team Participant that is retained in any electronic medium (hereinafter referred to as "Artwork").

I understand that if any Artwork is made of a Team Participant, I hereby authorize the Team to use the Artwork and voice, likeness and image within any such Artwork for the expressed purpose of posting it on the Team's public website (the "Specified Purpose"). The Team website is currently located at www.nasawild.org.

By accepting this clause, I grant the Team all ownership in and to the Artwork and all rights, without limitation, to reproduce, copy, exhibit, publish, or distribute the Artwork for the Specified Purpose. In addition, through my signature on this form I agree to release the Team and any of its affiliates, and their respective officers, directors, employees, agents, contractors and volunteers from liability for the access to and/or release of the above information to the extent covered by this authorization.

Policies

Financial

Refunds

There will be no refunds once registration has been completed.

Meet Fees

Meet fees are NOT included in registration fees and will be charged to your accounts based on events entered. WILD coaches are required to submit team entries well in advance of the actual meet and are unable to obtain refunds from the host team after the specified deadlines have passed. Any swimmer who would like to withdraw from any meet or event to which they have committed must remove their registration from the website prior to the entry deadline. Members will not be charged meet fees only if a swimmer is removed from the COMMITTED ATHLETES page for a meet prior to the entry deadline.

Billing

The team will not accept payments by check. Registration payment can be billed on the following credit/debit cards: Visa, Mastercard and Discover.

All future monthly billing for items such as meet fees and personalized swim caps will be billed *on the first of the month* to the credit card on file, or you may arrange for payment of monthly billing by ACH. Changes may be made at any time by going to "My Account".

Accounts must be fully paid on a monthly basis. Failure to do so may result in swimmers being excluded from entering meets and attending practice until the account balance is cleared.

All **overdue accounts** will be assessed a \$25 fee per month. Payment in full is due on the 15th of that month.

Volunteering

Volunteer Coordinator: Angie Musick

Policy Rationale and Guiding Principles

WILD, supported by the Booster Club is a volunteer organization responsible for every aspect of operations other than coaching and leadership provided by our professional coaching staff to our registered swimmers. Parents are expected to support the Booster Club by volunteering their time to ensure that home meets run smoothly and we fulfill our obligations to other swim clubs at away meets. To ensure that the responsibility for these tasks is shared by all families, the following policy is in effect. **Please review this policy prior to registering your child for WILD; by registering your child, you are agreeing to abide by this policy.**

Home Meets

Family members of all swimmers on our team are required to volunteer for home meets, even if the swimmer is not competing in the home meet. WILD home meets (2-4 a year) are fundraisers for our team and therefore, benefit all swimmers by augmenting the Booster Club budget to keep registration fees as low as possible. Most meets consist of at least five sessions (Friday evening, and two sessions on Saturday and Sunday). At our home meets, we need volunteers to fill the critical jobs of Officials, Administrative Table, Admission, Hospitality/Concessions, Timers, Runners and more. A family (parent or other family member) is required to volunteer for at least one session of every home meet in order to cover all of the jobs. Families with multiple swimmers may be asked to volunteer more than one session. After a brief period of voluntary sign-up, the Volunteer Coordinator will assign tasks to families for home meets. Any family that does not meet its obligation as assigned by the Volunteer Coordinator or find a substitute who can meet the obligation will be fined \$50.

Away Meets

Family members of swimmers registered for away meets are required to volunteer as lane timers. Prior to each away meet, the Volunteer Coordinator will create a sign-up sheet for lane timers. The sign-up sheet will generally be posted on the website a few days prior to the meet and an email alert will be sent. If you have not volunteered and

there are spots to fill in a session in which you have a swimmer, the Volunteer Coordinator may assign you to a position (lane timer).

If your plans change prior to an away meet and you know that your swimmer(s) will not be attending one or more sessions of the meet, please notify the Volunteer Coordinator no later than the Friday a week before the meet that your swimmer(s) will not be attending some or all of the meet sessions.

Missed Commitment Fee

If you do not fulfill your volunteer obligations at an away meet where your swimmer is registered, you will be fined a \$50 Missed Commitment fee. All fees will be added to the applicable swimmer account. You will be expected to pay this fine within 30 days of your notification.

If you have volunteered or been assigned to a job at a home or away meet and unexpectedly, your child(ren) cannot attend the meet (sickness, etc.) and you are in contact with the Volunteer Coordinator, an alternate will be asked to step in and cover your timing slot. You will not be assessed a Missed Commitment fee if your child has to miss the meet due to illness, provided you have been in contact with the Volunteer Coordinator.

Championship Meets

Obligations for championship meets will be determined and assignments will be allocated once it is clear which swimmers will be going to which championship meets. If your swimmer qualifies for a championship meet, you may be assigned to work at the championship meet. The Volunteer Coordinator will notify parents of tasks for championship meets as soon as possible after qualifying swimmers are determined.

Officials

Families where one or both parents are officials at a meet are not required to volunteer in other capacities on behalf of the Club.

What to Expect at the Meet; Volunteer Duration

Timers are typically assigned to 1.5-2 hour shifts per meet. Friday evening sessions and qualifying meets (championship and away meets for which swimmers must have qualifying cuts), which may be more sparsely attended, may require longer timing shifts.

In addition, at Prelim-Final meets, parents of swimmers who make finals may be called upon to time a slot during finals, even if they have timed at an earlier session. We try to avoid such situations, but it is not always possible to accurately predict which swimmers will make it to the finals session and assign timers accordingly. Occasionally, depending upon meet attendance, parents may need to time more than one session of an away meet. The Volunteer Coordinator will make every effort to avoid the need for multiple timing shifts during a single meet. Parents with multiple swimmers may expect to be called upon first for extra shifts.

The hours associated with timing and other duties during a meet are based on the actual start time of the applicable meet session. For example, if a session starts at 1:30pm instead of the estimated start time of 1:00pm, volunteer timers for the first 1.5 hour slot will work until 3:00pm and the second volunteer 3:00-4:30pm, and so on until the end of the meet session.

If a volunteer was assigned to time, but is no longer needed for whatever reason, that volunteer will be considered to have fulfilled their obligation at that meet.

Buy-Out Process for Away Meets

While it is the expectation that parents of each swimmer will be actively involved in the Club and fulfill their volunteer obligations as set forth in this policy, the Club recognizes that it is not always possible or feasible for families to juggle commitments on multiple fronts. As such, a “buy-out” option will be made available in connection with the registration process (only) for each season, but only with respect to away meets. Parents of all swimmers are required to volunteer for home meets and for regional, state and other championship meets. If a family opts to “buy-out” of its obligations for away meets for a given swimmer, they will be able to do so only when registering for the season. The away meet “buy-out” fee is \$300 per swimmer, with \$50 for each additional swimmer up to \$450 per family. Again, please note: this does not apply for home meets. There is no option to “buy-out” of your obligations associated with home or championship meets.

Volunteer Positions

Awards

Collect ribbon labels from the admin table after the meet session and attach them to the appropriate place ribbon. Sort and package ribbons into Ziploc bags by team. The

Volunteer coordinator will communicate the location of ribbons. Awards are for 12&u only.

Deck Marshal

Sit/stand by table near the locker room to ensure only swimmers, coaches, officials are on the pool deck and swimmers are behaving appropriately. Deck Safety Marshals on duty during the warm up/first hour of each session also sell heat sheets/tickets (\$2). You will be provided a money box. The money box should be returned to the concession stand at the end of the shift.

Concession table volunteers

Serve food and drink items. Ernie Singh is the Concessions coordinator and will distribute guidelines to volunteers.

Hospitality

Hospitality provides breakfast, lunch, snacks and beverages for coaches and officials, and water for Timers. The Hospitality coordinator will order warm food for delivery, but Hospitality volunteers are needed to support food lay out and to set out additional food and snacks, put more beverages on ice, offer waters to Timers on deck throughout a session.

Heat Winner Prize Distribution

You will hand the winner of each heat (12 & under only) a 'prize' for winning their heat.

Greeter

Direct incoming swimmers to positive check-in, answer questions about Timer meeting location and time, official/hospitality, etc.

Timers

We need MANY parents to support timing from NASA. The host team always tries to cover most of the timing responsibility. Even if you have never timed before, please volunteer and learn the job. Our team will have timing responsibilities at away meets, and each family will be responsible for timing at least once during each season.

- There will be a timers meeting ~20 min prior to the start of each session in the Northeast corner of the pool (diving well/beach side).
- Prior to each heat, the timer who is holding the clipboard will ask the swimmer for their name to confirm they are the correct swimmer.

- Each lane will have two timers who will be responsible for starting watches for each race.
- At the end of each race, one timer per lane will use a plunger and stop their watch when the swimmer touches the wall.
- The second timer will also stop their watch when the swimmer touches the wall and then they will record the times that both timers capture.
- The timer with the clipboard will also check the scoreboard to confirm that the board shows a time for their lane. The time on the board represents the time captured with the touchpad when the swimmer touches the wall. If they do not touch hard enough, then the board will not show a time. If this happens, just put a check in the “soft touch” box next to the time entries.
- If either timer has a stopwatch malfunction or misses the start of the heat, they should put their hand up and get the attention of the head timer. The head timer starts two watches for every event and will bring one to you to use to capture the end of the race.
- Remember, there are four ways to capture a swimmer’s time, the touch pad, the plunger and the two timers recorded times. This is done for back-up purposes, so if something happens with one of the times, there will be 2-3 others to use.

Head Timer

- Arrive 30 minute prior to the start of each session to prepare Timer clip boards with 2 watches and a pencil/pen (supplies will be at the Timer table). Admin table will provide the timer sheets for each lane after the meet is seeded and these must be attached to each board.
- Set all watches to timing mode.
- You will be provided with the names/lane assignments for NASA Timer volunteers. We do not receive the visiting timer names, but will have visiting lane assignments. Check in each timer. Identify yourself as a head timer. If timers have not come to check-in, provide the team name and how many timers are missing to the admin desk to make an announcement.
- As head timer, you will start 2 back-up watches with each race. Timers will be instructed to raise their hand/alert the Head timer if they have a problem starting their watch. You will walk to them and provide them with one of your running watches to time the race.

Runner

- Collect the Timer sheet from each lane immediately following each event, and quickly (there is a reason it’s called the runner!) provide it to the admin desk. You will place them in order, starting with Lane 1.

- Periodically take final results sheets from Admin desk and post in the results area in the foyer [but do not delay collecting Timer sheets].
- You may be asked to assist Admin officials with other requests, such as making copies of heat sheets before the start of the session.

Bull Pen

Organize the 8&U, 9-10 & 11-12 swimmers by heat and lane before their event.

- 2 parents will organize the swimmers in the final section of bleachers using the heat sheet to confirm swimmers
- 1-2 parents will lead the swimmers by heat to the bulk head prior to their event. An official may help with the flow of swimmers onto the bulk head to the blocks.

Bulk Head Manager

Serve as a gatekeeper, managing flow of swimmers onto the bulk head for their race.

Swimmer Code of Conduct

The following rules constitute the NASA Wildcat Aquatics code of conduct applicable to all registered swimmers. This code of conduct is to be adhered to at all times while you are a registered member of Wildcat Aquatics.

1. All members of the NASA Wildcat Aquatics Swim Club are members of USA Swimming. Therefore, the USA Swimming Code of Conduct set forth in Section 304.3 of Article 304 in the USA Swimming Rules and Regulations is to be adhered to at all times. Any violation of the USA Swimming Code of Conduct shall be a violation of the Wildcat Aquatics Swim Club Code of Conduct.
2. I agree to exercise proper sportsmanship. This includes refraining from the use of derogatory terms in relation to race, religion, sexual orientation, and/or gender expression. This also includes refraining from activity that could be considered as bullying, harassment, hazing and/or intimidation.
3. I agree to be safety conscious on deck and in the pool and to respect the facilities we use and the property of others.
4. I agree to treat coaches, club officials, administrators and other swimmers with dignity and respect by following the Platinum Rule; to treat others the way they want to be treated. Offensive or derogatory comments should never be used and will not be tolerated.
5. I agree to be respectful when using the internet as a means of social networking. There will be no tolerance for any harmful or disparaging actions on social media toward teammates, coaches, or opposing teams. This includes negative comments and/or posts on Facebook, Twitter, Instagram, SnapChat, TikTok or any other platform for online interaction.
Side note: The posts you make today will follow you as you continue your swimming career. Collegiate programs will look through all your media, and posts you have made can exclude you from receiving scholarships or even acceptance into colleges/future programs.
6. I agree to comply with the NASA Wildcat Aquatics Swim Club behavior guidelines (set forth in the Team Travel Policy, page 14-16) regarding unlawful possession or use of alcohol, tobacco, controlled substances or other

contraband, curfews imposed by Wildcat Aquatics Swim Club and illegal or inappropriate behavior.

7. I understand that I am a representative of the NASA Wildcat Aquatics Swim Club and my actions reflect the team. I agree to follow this Code of Conduct and ensure that my actions do not harm the team, other athletes, the coaching staff, officials, volunteers, or any other community members.
8. I agree to hold my fellow athletes accountable for following the Code of Conduct in order to ensure a safe, supportive and successful environment.

Violations of the rules will result in disciplinary action. Depending on the severity of the violation discipline may include, but not be limited to the following:

First Violation: Written or verbal warning from coaches and can include removal from practices, swim meets or events.

Second Violation: One week suspension from the team at the discretion of the coaching staff.

Third Violation: Swimmers's case will be presented to the Wildcat Aquatics Swim Club Board with recommendation of immediate dismissal from the Team with no refund of fees.

There is no guarantee that this three step process will be followed in any/all cases. Some violations may warrant a recommendation of immediate dismissal based on the severity.

Parent/Guardian Code of Conduct

The following rules constitute the NASA Wildcat Aquatics code of conduct applicable to all parents/guardians of registered swimmers. Any reference to “you” shall include each parent/guardian of a NASA Wildcat Aquatics Swim Club swimmer. This code of conduct is to be adhered to at all times while you or your child(ren) are registered member(s) of Wildcat Aquatics.

1. I will set the right example by demonstrating sportsmanship and showing respect and common courtesy at all times to coaches, competitors, officials, parents of our Team and our opponents, all community members, and all facilities.
2. I will adhere to the volunteering requirements set forth by the team (pages 8-10).
3. I will provide my child with support and encouragement at all times. I understand that effort and growth are the most important benchmarks for my child’s success.
4. I understand that only USA Swimming registered swimmers, coaches and other authorized personnel shall be permitted on the pool deck during scheduled practices and meets. If a parent is volunteering at a meet, only that parent shall be permitted on the pool deck during his or her assigned volunteer time at the meet.
5. I will aim to refrain from coaching my child. Coaching done by a parent may conflict with the training philosophy of the staff.
6. I agree to exercise proper sportsmanship. This includes refraining from the use of derogatory terms in relation to race, religion, sexual orientation, and/or gender expression. Refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation.
7. I agree to be respectful when using the internet as a means of social networking. There will be no tolerance for any harmful or disparaging actions on social media toward teammates, coaches, or opposing teams. This includes negative comments and/or posts on Facebook, Twitter, Instagram, Snapchat, TikTok or any other platform for online interaction.
8. I agree to treat athletes, coaches, club officials, administrators and other parents/guardians, with dignity and respect by following the Platinum Rule; to

treat others the way they want to be treated. Offensive or derogatory comments should never be used, and will not be tolerated.

9. I understand that I am a representative of the NASA Wildcat Aquatics Swim Club, and my actions reflect the team. I agree to follow this code of conduct, and ensure that my actions do not harm the team, other athletes, parents/guardians, the coaching staff, volunteers, or any other community members.
10. I agree to hold my fellow parents/guardians accountable for following the Code of Conduct in order to ensure a safe, supportive, and successful environment.

NASA Wildcat Aquatics Swim Club views any violation of The Parent Code of Conduct as a serious matter. By agreeing to abide by all policies, including the Parent Code of Conduct, any violation can be subject to sanctions by the Swim Club or coaching staff, to be determined at the sole discretion of the Board but ratified by the Booster Club Board. Such sanctions can include, among others, banishment from the stands at practices and meets and, in extreme circumstances, removal of the swimmer during the season or refusal to accept a swimmer(s)' registration in the future.

Team Travel Policy

Introduction

USA Swimming requires that clubs have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the team.

Team Travel

Team travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Team.

1. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check.

2. 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).
3. 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. This will apply only to out of state travel. In all other circumstances, the athlete's family must provide transportation.
4. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments should be maintained.
5. 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.
6. 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 and over, chaperones would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones may stay with athletes. Where chaperones are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
7. 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.
8. There will be no male athletes in female athlete's rooms and vice versa.
9. A copy of the Team's Swimmer Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
10. Team officials should carry both a signed Liability Release and/or indemnification form for each athlete and a Medical Consent for Treatment for each athlete.
11. Curfews shall be established each day of the trip.
12. The decisions of the Coaches are final.
13. Swimmers are expected to remain with the team at all times during the trip.

14. Behaviors subject to disciplinary measures will include (but are not limited to):
 - a. Disrespect to athletes, coaches, officials, and/or chaperones
 - b. Abusive or profane language
 - c. Physical violence
 - d. Intentional damage to property
 - e. Any illegal activity, including (but not limited to) drug or alcohol use

15. Consequences for the above behaviors include (but are not limited to):
 - a. Verbal warning
 - b. Parent notification
 - c. Limited participation in the swim meet or team activity
 - d. No participation
 - e. Sent home at own expense
 - f. Expulsion from Wildcat Aquatics Swim Club

Anti-Bullying Policy

Purpose

Bullying of any kind is unacceptable at NASA Wildcat Aquatics and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team 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 someone with authority pursuant to this Policy.

Objectives of the Team's Bullying Policy and Action Plan:

1. To make it clear that the Team 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 Wildcat Aquatics 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. The USA Swimming Code of Conduct defines bullying as 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:

1. Causing physical or emotional harm to the other member or damage to the other member's property;
2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creating a hostile environment for the other member at any USA Swimming activity;
4. Infringing on the rights of the other member at any USA Swimming activity; or
5. 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 or suspects that bullying is happening is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Team Coach or President of the Swim Club Board;

- Write a letter or email to the Team Coach or President of the Swim Club Board;
- 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 Team 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.

Electronic Communication Policy

Purpose

NASA Wildcat Aquatics 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 Team acknowledges the value of these methods of communication, the Team also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors. For purposes of this Electronic Communication Policy, all references to a "coach", "board member", "adult" or "other adult" which prohibit, limit or otherwise seek to guide communications between such person and an athlete member of the Team, shall not include or apply, as the case may be, if the coach, board member, adult or other adult is the parent, guardian, sibling or other relative of the athlete.

General Content

All communications between a coach or any 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.

Electronic communications between a coach, board member, or other adult and any athlete member of the Team shall not contain or relate to any of the following:

- Drug 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; or

- Inappropriate or sexually explicit pictures.

Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

When engaging in electronic communication between athletes on one hand and coaches, board members or other adults on the other hand, both the athlete and the coach, board member, parent, and other adults should consider whether the communication is “something that someone else would find appropriate or acceptable in a face-to-face meeting?” or whether the communication “is something you would be comfortable saying out loud to the intended recipient of your communications in front of the intended recipient’s parents, the coaching staff, the board or other athletes?”.

As explained in more detail below, electronic communications between athletes and coaches, board members or other adults should be transparent, accessible and professional. In most instances, electronic communications which are transparent, accessible and professional will be appropriate and in compliance with this Policy.

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 Team’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 Team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

Social Media Sites

Coaches may have personal Facebook (or other social media site) pages, but are not permitted to have any athlete member of the Team join their personal page as a “friend.” A coach shall not accept any “friend” request from an athlete. In addition, any coach that receives a “friend” request on Facebook or other social media shall remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message”

each other through Facebook or other social media. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM methods.

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

Twitter - @nasawild

The Team has an official Twitter account 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 a coach’s personal account on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Instagram - @nasawild

The Team has an official Instagram account that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Instagram. Likewise, athletes are not permitted to follow a coach’s personal account on Instagram. Coaches and athletes are not permitted to “direct message” each other through Instagram.

TikTok - @nasawild

The Team has an official TikTok account that coaches, athletes and parents can follow for fun videos and information regarding the team. Coaches are not permitted to follow athletes on TikTok. Likewise, athletes are not permitted to follow a coach’s personal account on TikTok. Coaches and athletes are not permitted to “direct message” each other through TikTok.

Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6:30 am until 10 pm. Texting shall only be used for the purpose of communicating information directly related to team activities. When communicating with an athlete via text message or other instant messaging application of medium, a parent, another coach, or a board member must also be copied.

Email

Athletes and coaches may use email to communicate between the hours of 6:30 am and 10 pm. 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 or board members through any form of electronic communication.

Please note: this handbook contains policies and procedures that may be changed from time to time at the sole discretion of the Swim Club and/or Booster Club Board of Directors.

GO WILD!

