Thank you for your interest in Westfield Aquatics ("WA")! Please read our General Information Packet thoroughly. If you have further questions please send an email to contact@swimwestfield.org.

General Club Information

Where do we train?
Westfield Aquatics trains at the new Westfield Washington Schools Aquatic Center which contains a ten-lane, 50-meter pool. The new facility is located at 851 E. 181st Street in Westfield, Indiana, just ½ mile west of Westfield High School. Swimmers enter in Door #2 (the west facing door). Please remember that the Westfield Washington Schools Aquatic Center is a WWS building as such WA is required to follow their policies at a minimum. Due to current Covid-19 restrictions, masks are required while in the aquatic center.

Practice Groups
We use a progressive multi-level team structure designed to challenge each swimmer's development physically and mentally. At each level, all swimmers are encouraged to achieve the objectives and goals set out by the swimmer and coach. This structure promotes long-term success and enjoyment of the sport of swimming. The coaching staff encourages parents to embrace the fact that each child is different and progresses at their own rate. All group assignments are made by the coaching staff after an evaluation session for new swimmers, or by evaluating the progression of current swimmers on the team.

Practice Schedules
Practice schedules can be found under the "Fall/Winter 21-22 Info" tab.

Meet Schedule
The Short Course (Fall) meet schedule can be found under the "Fall/Winter 21-22 Info" tab. This schedule is subject to change due to current Covid-19 restrictions.

Block Scheduling

WA offers convenient Block Scheduling for swimmers ages 6-12 and/or in groups Developmental, Age Group 2 and Age Group 1.

The blocks are typically in 6-week segments allowing your swimmer to participate in other activities as well as swimming. WA feels that this offering allows a well-rounded approach to younger athletes' development. Additionally, you pay for each Block as you go, no long-term commitment.

Please see Appendix A for the Block schedule and related fees.

Developmental Group

(K-3rd grade), Ages 6-8

- Must swim 1 length of Freestyle and Backstroke to be eligible for team.
- Participation in local meets is recommended.

Age Group 2

(3-5th grade), Ages 8-10 (11 if turns 11 after Jan. 1st and/or is in 5th grade)

- (3rd grade), 8-year-old - must be a returning USA Swimming athlete or have summer league experience, must be proficient at Freestyle and Backstroke, and have working knowledge of all 4 strokes.
- (4-5th grade) 9-10-year-old - Must be able to swim 50 Freestyle and 25 Backstroke.
- (5th grade) 11-year-old - New to swimming. Must be able to swim 50 Freestyle and 25 Backstroke
- Participation in local meets is highly recommended.

Age Group 1

(4-7th grade), Ages 9-12

- (4th grade), 9-year-old - Must be a returning swimmer. Must have 6 divisional times or 9-10 Age Group State Qualifying times. Must be able to practice effectively in all 4 strokes, kick and IM.
- (5th grade), 10-year-old - Must be a returning swimmer. Must have divisional times. Must be able to practice effectively in all 4 strokes, kick and IM.
- (6-7th Grade) 11-12-year-old - Must be able to swim 100 Freestyle and 50 Backstroke to be eligible for the team.
- Participation in meets is a very important part of their continued development.

Costs associated with participation in the above groups can vary; however, you can plan on the following:

- **Block Training Fee:** flat fee for Block in which your swimmer participates. Included in your Block fee is the USA Swimming "Flex Membership" at $20 per swimmer. This option is in lieu of the premium membership which is $83. Flex Membership is year-round but limited in benefits. Flex Members are limited to two competitions in a calendar year AND are not allowed to swim in any championship level meets (i.e. Divisionals and above). This membership may be upgraded at any time throughout the year by payment of the additional registration fee of $63.
- **Fundraising fee:** $10 charge per block per athlete in lieu of fundraising activities.
- **Meet Entry Fees:** Swimmers are responsible for paying entry fees to all competitions in which they are entered. These fees vary depending on the type of competition and the number of events entered and generally range from $20-$60 per meet. Meet entry fees are determined by the host club and are automatically applied to your monthly bill and paid accordingly.

- **Family Discounts:**
    - Westfield Aquatics applies a $15 discount per Block for the second swimmer in a family, a $25 discount per Block for the third swimmer in a family, and a $100 discount per Block for the fourth (and 5th, 6th, etc.) swimmer in a family.
    - Discounts are not applied to meet or fundraising fees.
- **Apparel Costs:** Westfield Aquatics requires all swimmers to compete in Westfield Aquatics competitive gear. This includes a Westfield Aquatics suit (***at your expense***) and cap (***1st cap provided by WA***) for all competitors, male and female. Additional caps can be purchased directly from our coaches.
- **Equipment Costs:** Westfield Aquatics provides kickboards to our swimmers in the Developmental, AG2, and AG1 groups. The following groups have a list of recommended additional equipment (***at your expense***).

- *Age Group 2*:
    - Fins (rubber)
    - Mesh bag (optional for storage/transport of fins)
- *Age Group 1:*
    - Fins (rubber)
    - Snorkel
    - Mesh Bag (optional for storage/transport of fins)

Please contact Elsmore Swim Shop (317-208-3000) to purchase team suits and equipment for your swimmer's group – just tell them what practice group your child is in, and they can make sure you get the right equipment.

Year-Round Swimming Options

WA offers year-round swimming for those swimmers who have either aged into these groups or who are competitively ready for increased training. Generally, we offer practice for these groups 6 days per week.

Age Group Elite

For Age Group Elite, there are two seasons, which comprise the entire year. Short Course (winter) and Long Course (Summer). Your swimmer may participate in one or both. When your swimmer commits to a season, you are committing to paying all training fees through the remainder of the season. After registering, we do not pro rate monthly fees or provide refunds for months when swimmers do not participate or miss practices. If your swimmer will NOT be participating in the Long Course (Summer) season, you will need to notify the team business manager (manager@swimwestfield.org) so you will not be charged for the summer, otherwise, it will be assumed that your swimmer is continuing.

Age Group Elite consists of 6-8th Grade, Ages 11-14 with the following requirements:

- (6th grade) 11-year-old - Must have a state qualifying time in the 11-12 age group or 4 or more times in the 9-10 age group if moving into 11-12 age group in the current season.

Must be able to train all 4 strokes, kick, IM and for the 500 Freestyle. Must be able to train 8x100 Freestyle on 1:40; 6x100 IM on 1:50; 6x100 kick 2:00.

- (6-7th Grade) 12-year-old - Must have 6 or more Divisional Qualifying times and be able to train all 4 strokes, kick, IM and for the 500 Freestyle. Must be able to train 8x100 Freestyle on 1:40; 6x100 IM on 1:50; 6x100 kick 2:00.
- (7th grade) 13-year-old - Must have Divisional Qualifying times and be able to train all 4 strokes, kick, IM and for the 500 Freestyle. Must be able to train 8x100 Freestyle on 1:40; 6x100 IM on 1:50; 6x100 kick 2:00.
- (8th grade) 13-14-years-old - Must be able to swim 200 Freestyle and 100 Backstroke to be eligible for the team.
- Participation in Meets is critical for the continued development.

Senior Group

Senior Group consists of High School Freshman and older. All swimmers in this group must be able to meet the physical demands and times of the Senior Practices and all swimmers are expected to compete in meets.

Costs associated with participation in these two groups can vary; however, you can plan on the following:

- **Registration Fees:** $175 for each swimmer (one per year, per swimmer)
  Included in this fee:
  - USA *Swimming Registration* (approx. $83) which includes secondary accident insurance, eligibility to enter swim meets, bi-monthly issues of *Splash* magazine, eligibility to participate in USA Swimming and Indiana Swimming programs such as camps.
  - A Westfield Aquatics team shirt and swim cap.
  - A Westfield Washington Schools' facility usage fees required to be paid by Westfield Aquatics.
- **Training/Practice Fees**: These fees vary by group.
- **Fundraising fee**: annual fee of $100 charged in lieu of fundraising activities per athlete.
- **Meet Entry Fees:** Swimmers are responsible for paying entry fees to all competitions in which they are entered. These fees vary depending on the type of competition and the number of events entered and generally range from $20-$60 per meet. Meet entry fees are determined by the host club and are automatically applied to your monthly bill and paid accordingly.
- **Discounts for Senior and Elite:**
  - Westfield Aquatics applies a 15% discount in training fees for the second swimmer in Senior or Elite, a 30% discount in training fees for the third swimmer in Senior or Elite, and a 100% discount in training fees for the fourth or more swimmers in Senior or Elite. See Block swimming information for discounts for those groups.
  - Discounts are applied from the highest-fee group to the lowest-fee group. Discounts are not applied to registration, meet, or fundraising fees.

- **Apparel Costs:** Westfield Aquatics requires all swimmers to compete in Westfield Aquatics competitive gear. This includes a Westfield Aquatics suit (***at your expense***) and cap (***1st cap provided by WA***) for all competitors, male and female. Additional caps can be purchased directly from our coaches.

- **Equipment Costs (at your expense):**
  - Age Group Elite:
    - Fins (rubber)
    - Snorkel
    - Mesh Bag
    - Speedo Tech Paddles
    - Pull Buoy
    - Kickboard
  - Senior Group:
    - Fins (rubber)
    - Snorkel
    - Mesh Bag
    - Speedo Tech Paddles
    - Pull Buoy
    - Kickboard
    - Tempo Trainer

Please contact Elsmore Swim Shop (317-208-3000) to purchase team suits and equipment for your swimmer's group – just tell them what practice group your child is in, and they can make sure you get the right equipment.

Attendance

Westfield Aquatics does not have a set attendance policy. As with most athletic activities, competition will improve as practice time increases. Your coaching staff spends a great deal of time preparing a practice schedule that caters to the variety of ages and ability levels. The coaching staff will take attendance daily so that the progress of each swimmer can be tracked. For those swimmers in Age Group Elite and Senior we recommend an 80% attendance rate for the optimal performance.

Training Fees and Payment Schedule (AGElite & Seniors ONLY)

The monthly training fees for the 21/22 Winter and Summer Seasons have remaining unchanged from last year. Members are also charged the credit card processing fee, 2.95% + $0.30 currently or $1.25 for ACH transactions. ACH (via checking account) is available for recurring fees NOT one time fees such as registration or Block fees. For example, your registration or Block fee is due immediately so a credit card is needed, but for recurring training fees, meet and/or apparel fees those could be set up with the ACH

method which is only run on the 1st of the month. There are **two** payment options (see schedules on the following pages):

- **Option #1: Monthly Payment Plan:**
  - **For the Senior group only:** if you sign up for the monthly payment plan (i.e. the "6 payment" plan-Oct, Nov, Mar, May, Jun, and July), there are NO payments during the high school season (i.e. Dec., Jan., & Feb. see chart below).
  - **For Age Group Elite swimmers**: Westfield Aquatics has two seasons each year: Short Course (winter) and Long Course (summer). Monthly payments are Oct-Feb for Short Course and May-July for Long Course. At the conclusion of the Winter Season in March, Age Group Elite Swimmers are assumed to be continuing **UNLESS** you notify the team business manager that your swimmer will **NOT** continue their membership through the Summer Season.

Monthly Training Fee Payment Schedule—Winter 2021/2022
***Senior & Age Group Elite will also incur training fees in May/June/July**

	REG. & FUND. FEE	Training Fees					
First Swimmer	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH
Full Price							
Age Group Elite*	275	170	170	170	170	170	
Senior*	275	225	225				225
	REG. & FUND. FEE			Training	Fees		
Second Swimmer	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH
15% Discount							
Age Group Elite*	275	145	145	145	145	145	
Senior*	275	191	191				191
	REG. & FUND. FEE			Training	Fees		
Third Swimmer	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH
30% Discount							
Age Group Elite*	275	119	119	119	119	119	
Senior*	275	158	158				158

- **Option #2: One-Time Payment Plan; 2 payment option for Seniors only:**
  - AGElite members who choose this plan receive a **5% discount** on training fees. The one-time payment is due October 1, 2021. Choose "One-Time" for your "Payment Plan" when you register to pay in this manner. When Summer fees are due (**if** swimming), you can elect to

make a one-time payment with the 5% discount or change to the monthly plan. The team business manager will reach out in March to finalize your payment plan for the Summer.

- Senior swimmers (High School Age) who choose this plan receive a **5% discount** on training fees and will have two payments for an entire year of training through July 2022 on October 1, 2021 and May 1, 2022. Choose "2 payment" for your "Payment Plan" when you register to pay in this manner.

One-Time Training Fee Payment Schedule—Winter 2021/2022

	Reg. & Fund. Fees	Due Oct 1, for Swimmer #:			
Group:	Sept. 1	1st	2nd	3rd	4th+
Age Group Elite	275	808	687	566	0
Senior (Oct 1 & May 1)	275	641	545	449	0

<u>Online Payment:</u> Automated Payment Processing

- Westfield Aquatics families must pay all training fees and charges online with a VISA, MasterCard, or Discover, or through Automated Bank Withdrawal (ACH). When you register you have the option to set this up, or you can set this up through your online Westfield Aquatics website account (once you log in, click "Set up Auto Pay"). All meet and training fees (as well as incidentals or fines, if necessary) will be run through our website. Please talk to a Westfield Aquatics Board Member if you have questions regarding this policy, or email manager@swimwestfield.org.

We offer two payment schedules as a *convenience* to our members—but your completed registration through our team website is your indication that you intend to pay your dues in full. There are two exceptions to this rule:

- **New members (AGElite & Seniors only)**: New members are swimmers who have never been with Westfield Aquatics. New Members are granted a two-week trial period. If, during your two week trial period, you cancel your membership, Westfield Aquatics will retain $100 of your registration fees to cover our costs. WA will refund the balance of the registration fees you paid and you will be released from all further financial obligations.

- **Injury/Illness (AGElite & Seniors only)**: Should a swimmer suffer an injury or illness that prevents him/her from practicing, the Club will refund or credit to the swimmer's account a prorated portion of the season minus a $50 handling fee.
  - *Requirements are:*
    1. *a signed doctor's note,*
    2. *unable to practice for more than ½ of the season, and*
    3. *request must be made in writing to the Head Coach before the season in question is over.*

If you have any other billing questions, please contact manager@swimwestfield.org.

Scholarship Opportunities

Scholarship Program: Westfield Aquatics offers a scholarship program with reduced fees for families that qualify financially. More information is available on the website under the "Club Team" tab, including a form to be turned in to the Board. Contact manager@swimwestfield.org for more information.

Your Commitment to Westfield Aquatics

Financial Commitment:

When you join Westfield Aquatics, please keep in mind that you are committing timely payment of your dues through our automatic payment system. Your child may not participate in any Westfield Aquatics practices until you have entered your payment information online through our website. If, for some reason (such as an expired credit card or inaccurate payment information), payment is not made on the first of the month in which it is due, your swimmer may not participate in Westfield Aquatics practices until an updated payment method is added. Please contact manager@swimwestfield.org so that a manual payment may be processed.

Volunteer Commitment:

Westfield Aquatics is committed to offering the highest quality instruction possible. As we enter a new year with a new facility, we need volunteers. While we strive to be fair and balanced in our volunteer commitments, our opportunities to volunteer have been limited in the past. That is not the case moving forward with the new pool.

Currently, we have two hosted meet opportunities that are known for 2022. Those are the **Zionsville Swim Club Z-Freeze meet**, January 14-16, 2022 and the **Westfield Neighborhood Swim League Championship**, late June, 2022. Both meets will be held at our home pool (WWS Aquatic Center).

Staffing these meets provides our team valuable experience prior to hosting larger meets on our own. Each family whose swimmer swims in more than 1 Block or who is in the Senior or Elite Group is required to volunteer at **WA hosted meets**, whether your swimmer is swimming at the time or not. This will ensure that we have adequate volunteers at each event. The required number of sessions (2-3) typically vary with each event. The meet coordinator will communicate the number of sessions required as soon as it's known. Families are strongly encouraged to work the sessions. If a family is unable to meet this requirement, you must find a sub to fulfill your requirement. The sub needs to be 15 years or older. Grandparents, aunts, or uncles are ideal, plus they would be able to be where the action is. Please keep in mind some jobs may require adult only volunteers.

Families who are unable or unwilling to honor this commitment or find a sub will be assessed a $100.00 penalty per session per event not worked. We would much rather have your time than your money, please volunteer.

When other volunteering opportunities arise (other than hosted meets), the Board will communicate the opportunities as soon as they are known. A few examples would be ***officiating or apparel coordinator***.

If you wish to become a swim official please contact manager@swimwestfield.org and she will discuss with you how to do so. Working meets as an official can help meet your volunteer requirements. New Officials' Clinics are now being offered. Any families who have been with the team more than one year are highly encouraged to have at least one parent become an official.

Website

Please check www.westfieldaquatics.org for current important club information. Your coach can answer questions regarding meet requirements.

How to Register for the Team:

To register your swimmer(s), please go to: www.westfieldaquatics.org on or after September 1, 2021. Click the appropriate *Registration* button (Senior & Age Group Elite **OR** Block) and follow the directions. For additional instructions, please see Appendix B.

Parent Checklist!
Please use this list to help ensure that you get your child ready for the season.

Before your child's first practice, please make sure to do the following:

(1) Register online at www.westfieldaquatics.org**.** Click the appropriate *Registration* button (Senior & Age Group Elite **OR** Block) and follow the online instructions. Please be sure to use a contact email for your account that you check often.

Done! ☐

(2) Set up some form of automatic payment through our team website. This will allow us too consistently and accurately bill your account on the first of each month. You may use a credit card or bank account for this secure payment system.

Done! ☐

(3) If you are transferring from another USA Swimming team, please submit the IN Swimming Transfer Form. The form is available in electronic format on our website under "Fall/Winter 21-22 Info". Once you have filled out the form, email it to manager@swimwestfield.org. If you are unsure when your child's last meets were with their previous team—we can help you with that information!

Done! ☐

By the end of your child's second week at practice, please make sure to do the following:

(1) Submit a proof of identification/age for your child (only if you are **brand new** to swimming or if you have never submitted it previously). Information regarding acceptable forms is available in electronic format on our website under "Fall/Winter 21-22 Info". Please photocopy the relevant information (usually a birth certificate, passport, a letter from school, or driver's license), and email the scanned copy to manager@swimwestfield.org.

Done! ☐

(2) Order the equipment and team suit needed for your child's practice group. You can order over the phone (317-208-3000) with Elsmore Swim shop.

Done! ☐

(3) Stay tuned--new parent information night coming up! (maybe via Zoom depending on circumstances) We will have experienced parents and coaches at the meeting to answer questions that you have as a new parent. Before the meeting—feel free to ask any questions by sending them to contact@swimwestfield.org, and they'll get you directed to the right person.

Done! ☐

Appendix A

2021-22 WA Blocks and Group Fees for Developmental, Age Group 2 and Age Group 1

1st Swimmer	Session 1 Sep 7-Oct 16 **	Session 2 Nov 1-Dec 11 **	Session 3 Dec 27-Feb 5 **	Session 4 Feb 14- Mar 26 **	Session 5 Apr 11- May 21 **	Session 6 Jun 6- Jul 16 **	Total Per Year
Developmental	$170	$170	$170	$170	$170	$170	$1,020
Age Group 2	$195	$195	$195	$195	$195	$195	$1,170
Age Group 1	$220	$220	$220	$220	$220	$220	$1,320

2nd Swimmer	Session 1 Sep 7-Oct 16 **	Session 2 Nov 1-Dec 11 **	Session 3 Dec 27-Feb 5 **	Session 4 Feb 14- Mar 26 **	Session 5 Apr 11- May 21 **	Session 6 Jun 6- Jul 16 **	Total Per Year
Developmental	$155	$155	$155	$155	$155	$155	$930
Age Group 2	$180	$180	$180	$180	$180	$180	$1,080
Age Group 1	$205	$205	$205	$205	$205	$205	$1,230

3rd Swimmer	Session 1 Sep 7-Oct 16 **	Session 2 Nov 1-Dec 11 **	Session 3 Dec 27-Feb 5 **	Session 4 Feb 14- Mar 26 **	Session 5 Apr 11- May 21 **	Session 6 Jun 6- Jul 16 **	Total Per Year
Developmental	$145	$145	$145	$145	$145	$145	$870
Age Group 2	$170	$170	$170	$170	$170	$170	$1,020
Age Group 1	$195	$195	$195	$195	$195	$195	$1,170

4th (5th, 6th…) Swimmer	Session 1 Sep 7-Oct 16 **	Session 2 Nov 1-Dec 11 **	Session 3 Dec 27-Feb 5 **	Session 4 Feb 14- Mar 26 **	Session 5 Apr 11- May 21 **	Session 6 Jun 6- Jul 16 **	Total Per Year
Developmental	$70	$70	$70	$70	$70	$70	$420
Age Group 2	$95	$95	$95	$95	$95	$95	$570
Age Group 1	$120	$120	$120	$120	$120	$120	$720

Discount:	
2nd swimmer	$15
3rd swimmer	$25
4th (and beyond)	$100

ALL BLOCKS ARE SUBJECT TO CHANGE. We will adjust if needed by circumstance to maximize what we can offer each block.

NOTE: in addition to the above fees, a credit card processing fee, currently 2.95% + $0.30, will be charged.

**FUNDRAISING FEE: a $10 fee is included in the above cost. This fee is incurred per each athlete per each Block.

APPENDIX B

Registration Instructions

Step 1: Click on the appropriate *Registration* button in the middle of the Home page.

Step 2a: IF you have an Age Group Elite or Senior swimmer, click on the button that says "Age Group Elite & Senior Registration".

OR

Step 2b: IF you have a Developmental, Age Group 1 or Age Group 2 swimmer, click on the button that says "Fall Block #1". You can NOT sign up for any additional Blocks at this time.

Follow the instructions. At the end, you will be charged either the registration fee and fundraising fee, $175 and $100, respectively, for AGElite & Seniors OR the Block fee which varies depending on the group you selected.

IF you have an older swimmer (i.e. AGElite or Senior) AND a younger swimmer (Developmental, AG1, or AG2), you will need to complete BOTH registrations.

If you have any questions or need help, please call Traci at (317) 660-2409 Ext 3.

Thank you in advance for your patience with the registration process.

Minor Athlete Abuse Prevention Policy

Westfield Aquatics

Effective: September 1, 2021

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THIS POLICY APPLIES TO:

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

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

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs 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/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

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

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

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

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

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

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award

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

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

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

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

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

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

Organization: Westfield Aquatics

EXCEPTIONS
[Note: Exceptions apply only where specified]

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

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

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

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

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

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

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

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

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

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

III. Individual Training Sessions

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

ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

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

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be 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 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

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

IN-PROGRAM TRAVEL AND LODGING

I. Transportation

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

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

II. Lodging

a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
d. The following exceptions apply to II(a), (b) and (c):
    i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
    ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

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 Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

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

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

III. Private or Semi-Private Space for Minor Athletes

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

IV. 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 Adult Participant is prohibited.

V. Undress

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

VI. Showers

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

VII. Monitoring

The Organization 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.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

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

II. Additional Minor Athlete Requirements

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