



**HERSHEY AQUATIC CLUB
TEAM HANDBOOK**

Mission

In keeping with our proud team tradition of excellence, the Hershey Aquatic Club strives to provide a high quality swim program which offers a safe, healthy and positive environment for athletes and enables participants to achieve success in and out of the water.

Introduction

The purpose of this handbook is to outline various policies that affect all swimmers and parents, year after year. It should be read carefully by all families so that they may become familiar with important policies and procedures of the Hershey Aquatic Club (HAC). These policies and procedures are included as part of the Registration process, and you and your swimmer(s) must agree to abide by these policies and procedures when registering with HAC.

In this Handbook you will find:

- Online Registration Instructions
- HAC Communication
- Volunteering
- Meet Entry Procedures
- Photography/Video Recording Policy
- Release of Liability
- Information on Payments, Obligations and Refunds
- Athlete Honor Code
- Parent/Family Code of Conduct
- Social Media and Electronic Communications Policy
- Anti-Bullying Policy
- Swim Suit Policy
- HAC Facility Guidelines
- HAC Disciplinary Policy and Procedures
- Training Group Placement
- Coach's Code of Conduct
- Minor Athlete Abuse Prevention Policy (MAAPP)

There are no guarantees that any child will be accepted into the Hershey Aquatic Club. Factors that will be considered by the Head Coach and/or the Hershey Aquatic Club Board of Directors include, but are not limited to: performance, attendance, attitude, failure of parents to volunteer, failure to complete registration, failure of athletes or parents to follow Hershey Aquatic Club policies, and/or failure to pay required fees by the due date. Hershey Aquatic Club reserves the right to terminate any membership, or refuse to renew a membership, with or without cause, in the best interest of Hershey Aquatic Club's vision, mission and objectives.

Online Registration Instructions

Make sure to verify your swimmer's practice group by going into your account on TeamUnify (www.teamunify.com/mahac). This is the group you should use during registration, unless you are told otherwise by the Head Coach or HAC Registrar.

When registration opens, you will receive an email to go to the HAC website at www.teamunify.com/mahac. Click the "Start Registration" button found in the menu on the right hand side of the screen.

During registration you will be asked to verify that you and your swimmers have read the HAC Team Handbook. You will be asked to click in a box to agree that your Swimmer(s), and your family will abide by HAC Policies and Procedures as outlined in this Team Handbook. Any infraction of HAC Policies and Procedures may result in the prohibition of your Swimmer(s), your family or yourself from participation in or attendance at HAC activities, or removal from the Club, without recourse. **If you do not agree you will not be able to join HAC.** Please take time with your Swimmer(s) to review this Handbook thoroughly now. The Handbook can always be found by clicking on the "Administrative" button along the top menu bar on the HAC website.

Members must have a \$0 balance on their club account in order to fulfill all registration requirements. If your balance is not at \$0, your child will not be considered completely registered, even if you complete the online registration process and pay for the new season. This means that you will not be able to sign your swimmer up for swim meets or begin practice until you have fully paid your account for the previous season.

HAC Communication

HAC's primary methods of communication are email and the team website, www.teamunify.com/mahac. The website includes practice and meet schedules, news and events, and meet and job sign-up tabs. The site is updated regularly. Please check for new and updated information.

HAC encourages open communication. Please feel free to email coaches or Board members, keeping in mind that all questions related to coaching, instruction, discipline, practices, performance and general development should first be directed to your swimmer's age group coach. When communicating with the HAC coaches by email, coaches are given a forty-eight (48) hour period of time to respond to a swimmer's or parent's email. At that time, if the email is not responded to, the parent may contact the HAC Board of Directors for a response at hacinformation@gmail.com. If the question pertains to a subject that is specific to another Board member, they should send it to the appropriate Board member. All Board members' and coaches' emails are on the HAC website.

Emails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, etc. **Be sure to keep your email address current on the website.** Swimmer's email addresses and cell phone numbers can be entered into the website under swimmer's account information (member email and text messaging setup) if they would like to receive email messages and group text messages from the team.

You can view tutorials on the HAC website for the following: Email/phone verification; Swim Meet Entry 101; Parent On Deck App, among others. These tutorials can be found by going to the HAC website and clicking the "Help & Training" button located on the right-hand side of the screen.

Concerns

As in any large organization involving significant numbers of families, HAC cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them.

If you have a concern about the administration of HAC, coaching, finances, other swimmers' behavior, other parents'/guardians' behavior, or other related matters, please contact a the HAC Board of Directors in writing at **hacinformation@gmail.com**. Your concern will be addressed immediately. If it is not resolved to all parties' satisfaction it will then be taken to the following board meeting and mediated.

Volunteering

In order for HAC to provide an all-around quality swim program, it is necessary for **all** families to volunteer in some capacity. Your volunteer participation helps HAC host some of the most efficient and well run meets in the mid-state. You also represent HAC when you step forward to volunteer at any away meets and invitational meets throughout the season.

All families are required to provide one (1) parent (or family member age 13 or older) as a volunteer for two (2) scheduled CPSA (winter) or MPSL (summer) meets. If HAC hosts a Championship meet, one (1) parent (or family member age 13 or older) will be requested to volunteer at this meet in order for their swimmer to participate. Your obligation may also be fulfilled if a parent volunteers at a Mid-Atlantic Championship meet (e.g. Junior Olympics, Senior Champs, Silver Champs), or a non-HAC hosted MPSL league Championship meet (Divisionals, All-Stars, Mid-Caps) where the meet requires HAC to supply volunteers.

Meet Entry Procedures

Meet invitations will be sent out to swimmers/parents within a minimum of ten (10) days prior to the meet sign-up deadlines. A reminder will automatically be sent out by TeamUnify six (6) days prior to the meet deadline. The swimmer/parent is responsible for entering the meet before the meet deadline.

If a meet deadline is missed, the parent/swimmer may speak to their practice group coach about the situation. In some cases, a swimmer can deck enter, if this is recommended by the Head Coach, and/or if the meet allows deck entries. HAC swimmers may not enter a USA meet as "Unattached", and may only attend meets approved by the Head Coach. All communication with the host team/meet director regarding entry of HAC swimmers into a meet must go through HAC and the appropriate HAC coach. Swimmers and/or parents are not to contact a host team/meet director directly.

Please keep in mind that HAC must enter a meet and submit a list of swimmers, along with a payment, weeks before the actual meet date. If payment by HAC has already been made and your swimmer can no longer swim in that meet, for whatever reason, you are still responsible for any and all applicable meet fees for your swimmer. HAC cannot give refunds for missed swims.

The Head Coach is in charge of all meet entries and has the final word on who may enter and/or participate in a meet.

Photography and Video Recording Policy

HAC employs several training strategies in its efforts to maximize athlete skill development. One such method involves photography/video recording of athletes swimming during practices and meets. This photography/video recording of athletes taking part in practice and/or meets is used as a means of improving the effectiveness of coaching and for the teaching of skills. It is the policy of HAC to secure parents/guardians permission to allow photographing and/or video recording their child for use in the training of that athlete. In the absence of parental/guardian permission, no photography/video recording of that athlete shall be conducted.

HAC may wish to take photographs or videos (individual and in groups) of swimmers that may include your child during their membership in HAC. All photos will be taken and published in line with club policy. HAC requires parental consent to take and use photographs. Photographs may be posted to HAC's website, HAC's social media pages, or HAC's newsletter. They may also be included with newspaper articles.

During online registration, you have the opportunity to indicate your consent to permit photographs and/or video footage of your swimmer to be used for training, and/or social media. Or you may opt out. Coaches will be informed of your decision.

Release of Liability

The Release of Liability will be required during Registration and must be agreed to by all families joining HAC. Specific Waivers for various pool locations may also be required during registration. Please read the Release and Waivers carefully during registration.

If you do not agree to the Releases or Waivers, you will not be able to join HAC.

The general Release reads as follows, though it may be adjusted from time to time depending on pool availability:

"By participating (or allowing my child(ren) and family members to participate) in the HAC swim program, and I hereby release HAC, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the HAC program, including travel to and from training sessions, swim meets, or other scheduled team activities.

I acknowledge that, as a condition of the Swimmer, my family or me participating in or attending the activities of HAC, I hereby hold harmless, and waive and release, HAC, HAC's affiliate organizations and corporations, and the respective officers, agents, employees and contractors of each of them; the Township of Derry, the Milton Hershey School, and the Vista School (Releasees), from and against any and all actions, claims, demands, liabilities or expenses that my Swimmer, my family or I now have or may hereafter have relating to any injury, accident, illness, death, and/or any loss or damage to personal property occurring during, or resulting from the participation in or attending a HAC activity by the Swimmer, my family or me, including, but not limited to, claims arising out of any negligence of Releasees.

Additionally, I understand the Releasees assume no responsibility for supervising Hershey Aquatic Club participants, siblings, parents, guardians, guests or others associated with the Hershey Aquatics Club, and assume no responsibility for unsupervised activities of participants, siblings, parents, guardians, guests or others associated with the Hershey Aquatics Club anywhere on the Hershey Recreation Center, the Milton Hershey School, or Vista School property before, during or after a practice or competition.

I agree to indemnify, defend and hold harmless the above mentioned organizations and/or its directors, officers, agents, coaches, and employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property of my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participate in the HAC program.

Insurance: I understand that HAC does not provide any hospitalization or medical insurance for Swimmers or volunteers. I certify that my Swimmer(s) is covered by hospitalization and medical insurance.

In the event my Swimmer is not covered by hospitalization and medical insurance, I understand that as the parent or legal guardian of the Swimmer, I will assume any and all liability in case of injury, accident, illness, or death."

Information on Payments, Obligations and Refunds

Due to the novel coronavirus, Covid-19, the Hershey Aquatic Club has revised its payment and refund policy for the 2021 Spring/Summer Season.

Practice Group fees for the 2021 Spring/Summer Season are:

Age Group Silver	\$280.00
Age Group Gold	\$450.00
Pre Senior White	\$610.00

HAC will also charge an additional \$50 Registration Fee per swimmer. This registration fee is non-refundable once the season begins on April 5th, 2021.

Families will be able to select one of two payment options:

1. Payment in Full
 - Families who select this option will receive a 10% discount and will be billed on April 1st.
2. Payment in 2 Installments
 - Families who select this option will be billed 50% of the fees on April 1st and the second 50% on June 1st.

HAC offers a multiple swimmer discount for all families with two or more swimmers. Your child in the highest practice group will pay the full fee. Families will receive a 10% discount off the practice group fee for their 2nd swimmer (in the next highest practice group) and a 5% discount off the practice group fee for each additional swimmer.

If a swimmer changes practice groups anytime during the season, your practice group fee will change accordingly and you will be billed or credited the difference between the old practice group fee and the new practice group fee.

Beginning on April 1st you will receive your first statement (invoice) of the season through your TeamUnify account. The amount billed is **due by 15th of that month.**

All payment checks must be mailed to: Hershey Aquatic Club, P.O. Box 217, Hershey, PA 17033.

If you choose to pay by credit card, debit card, or ACH Checking you **must** log into your TeamUnify account and go to the menu on the right-hand side of page. Select "My Account" and click the "Setup Auto Pay" button. Select the credit card, or ACH Checking option and enter in your payment information. Additionally, fees may apply if you select this option. Please see the "Online Electronic Payment Information" section below for more information.

In addition to the practice group fees, which will be sent to all members via email prior to the start of Registration, all HAC swimmers are responsible for the meet entry fees for the meets in which they are participating. These fees will be billed monthly as they occur.

Late Payments

On or about the first of the month you will receive your account statement via email. This amount is due and payable by the 15th of the same month. A \$25.00 late fee will be imposed after the 15th of the month if payment on your balance is not received. An additional \$25.00 late fee will be imposed monthly as long as a balance remains.

If an account balance is still outstanding by the first of the following month HAC reserves the right to ask your swimmer to leave the water and your swimmer may not be allowed to participate in practice or meets until the account is paid.

If your account has a balance of sixty (60) days or more, your swimmer will not be allowed to participate in practice or meets. You will also be required to participate in HAC's ACH debit program or provide a credit card for monthly payments in order to continue swimming with HAC.

If your account has been assessed two (2) or more late fees in a single season you will be required to participate in HAC's ACH debit program or provide a credit card for monthly payments in order to continue swimming with HAC.

If you are required to participate in HAC's ACH debit program or provide a credit card for monthly payments, and you do not do so, HAC reserves the right to ask your swimmer to leave the water and your swimmer may not be allowed to participate in practice or meets, and you may be asked to leave HAC.

If Parent/Guardian becomes delinquent in payment of fees because of financial hardship, he/she may apply to the Board for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts. He/she may also apply for a Scholarship once the account is current.

Refunds

You may be entitled to a full refund (less the \$50 Registration Fee per swimmer) if within thirty (30) days of the start of each season's practice start date your swimmer decides not to swim **AND** he/she has not attended any practices or any meets.

To qualify for this type refund, you must notify the HAC Registrar in writing. **If the HAC Registrar is not notified, HAC reserves the right to refuse a requested refund.**

Fees will not be prorated for swimmers who begin swimming later than the first day of practice, unless otherwise provided for below. There will be no eligibility for a refund if a swimmer is removed from the team due to disciplinary actions.

A swimmer who has attended even one (1) practice and then stops swimming within thirty (30) days of the start of each season's practice start date may be eligible to receive a 50% refund of the season's full fees (less the \$50 Registration Fee per swimmer) or an account credit. **No refunds will be given after thirty (30) days from the start of practice, unless as otherwise provided for below.**

Refunds due to a Covid-19 shutdown

In the event that HAC is required by the Vista School, or the State of Pennsylvania, to stop holding practices for a period of time, HAC will prorate that month by week and credit your TeamUnify Account. You will only be billed for the weeks that practice was held. Should you decide not to continue swimming with HAC once practices resume, refunds will only be provided as outlined above in the general refund policy. Refunds will only be processed at the end of the season.

Examples:

- Practice was stopped on Friday of Week 1 of the month. Your account would be credited for Weeks 2-4.
- Practice was stopped on Wednesday of Week 2 of the month. Your account would be credited for Weeks 3 & 4.

Refunds/Credit due to Covid-19 Related absences

Because HAC wants to provide a safe environment for our swimmers, if your swimmer needs to stay home for a week or more during the season due needing to quarantine, has symptoms related to Covid-19, or has tested positive for Covid-19, please contact the HAC Treasurer to arrange for that month's fees to be prorated. We can only prorate by week (please see examples above). Refunds or credit will not be issued for any other reason. Should you decide not to continue swimming with HAC once your swimmer is able to resume practice, refunds will only be provided as outlined above in the general refund policy. Refunds will only be processed at the end of the season.

Medical Disabilities or Injuries Refunds (not Covid-19 related)

For medical disabilities or injuries, a prorated refund or credit may be given when a swimmer provides a doctor's note indicating that they cannot participate in the program through the completion of the season. No refund will be given when a swimmer is released to participate in the program with a portion of the season remaining. The prorated refund amount will be calculated using the date the swimmer is deemed ineligible to participate by their doctor (as set forth in the note) and the regular season completion date; post - season training dates will not be used for this calculation.

Athlete Code of Conduct

The purpose of a code of conduct for athletes is to establish consistent expectations for athletes' behavior. The following Athlete Code of Conduct is in effect throughout the year. Violations of the Athlete Code of Conduct will be brought to the attention of the HAC Board of Directors and will be subject to disciplinary action.

- 1) HAC team members should be respectful of and show courtesy to their peers, coaches, and any parent at all times. Any HAC team member not acting in such a manner will be asked to change or stop that behavior. If that team member fails to comply, they will be asked to leave and disciplinary procedures will follow.
- 2) HAC team members will set a good example of behavior and work ethic for their younger teammates. They will be respectful of teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with disciplinary procedures.
- 3) HAC swimmers will treat all training, competition, and other venues, including locker rooms, with the utmost respect. They will put all training equipment in its storage location after each work out. They will assist in the clean up of the team area after each day's competition.
- 4) HAC will travel as a team and as individual families in order to compete with the best and further strive to better competition. Everyone is expected to behave in an exemplary manner. The reputation of HAC, as well as the other athletes with you, is dependent on your behavior.
- 5) The coaching staff and the HAC Board of Directors hold the final word on the interpretation of any rules, regulations, or disciplinary action.
- 6) The consumption or purchase of alcohol, smoking or chewing tobacco, electronic nicotine delivery systems (including electronic cigarettes or other devices that are designed to allow users to inhale nicotine and/or other chemicals), or use of any other illegal drug or USOC banned substance of any kind will not be allowed. In addition, any team member found or suspected to be in the **presence of others**, or having direct knowledge of others, (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from HAC. Any swimmer suspected of such activity will appear before a review committee composed of the Head Coach, the head age group coach, the Board President, and two other HAC Board members to decide if disciplinary action should be taken.
- 7) HAC team members will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- 8) No team meetings may be missed, unless otherwise excused by the coach. Be punctual to all meetings and warm-up times.
- 9) All team members must agree to follow the rules about practice and meet behavior.
- 10) Use of audio or visual recording devices, including a cell phone camera, are not allowed in changing areas, restrooms or locker rooms.

- 11) All team members will adhere to the HAC Social Media and Electronic Communications Policy.
- 12) All team members will adhere to the HAC Anti-Bullying Policy.
- 13) All team members will comply with all policies and procedures as set forth in this Handbook.
- 14) All team members understand that, as a part of a competitive team, full support and respect for all fellow team members, the coaching staff and respect for members of other teams is our top priority. At no times will the following be accepted:
 - Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco, tobacco products, or electronic nicotine delivery systems (including electronic cigarettes or other devices that are designed to allow users to inhale nicotine and/or other chemicals)).
 - Destructive behavior.
 - Inappropriate or unruly behavior, including fighting or striking another athlete.
 - Inappropriate language (swearing or derogatory comments) or lying.
 - Stealing and vandalism.
 - Bullying, isolating another swimmer or other actions in or out of practice that in the judgment of the coaching staff or HAC Board of Directors fail to promote team unity and sportsmanship.
 - Interference with the progress of another swimmer during practice or at any other time.

If traveling with the team the travel policy must be reviewed, signed and returned to the coach prior to the travel date.

Consequences for Violation of the Athlete Code of Conduct:

Disciplinary actions can range from, but are not limited to: reprimands, being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the HAC Board of Directors deems necessary if a member fails to adhere to the Code in part or in whole.

Parent/Family Code of Conduct

The purpose of a Code of Conduct for parents is to establish consistent expectations for behavior by parents. Consistent with USA swimming guidelines and the mission of our club, HAC strives to foster a positive environment among parents and swimmers at all times. To accomplish this parents/guardians must conduct themselves in a manner consistent with creating a positive experience for the swimmers and other members of HAC. Parents/guardians should understand that it is essential to provide the coaching staff, swimmers, and other parents with respect and consideration. Parents/guardians of swimmers on HAC are required to read and agree to abide by the following Code of Conduct. This Code of Conduct also applies to all family members and guests of a swimmer. Violations of the Parent/Family Code of Conduct will be brought to the attention of the HAC Board of Directors and will be subject to disciplinary action, up to and including expulsion from HAC.

- 1) Parents will support the values of Sportsmanship, Teamwork, Self-Discipline, Loyalty, Commitment, and Hard Work at meets, practice, and other swimming events, in all dealings with coaches, parents, swimmers and officials. They will set the right example by showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- 2) Parents will not interfere with the coaches on the pool deck or coach or instruct the team or any swimmer, either at practice or meets.
- 3) If a Parent has a concern with their swimmer or the program the appropriate course of action is to schedule an appointment with their child's coach to discuss concerns. If that is unsatisfactory, then the Parent should bring it to the attention of HAC's Head Coach. If that response is deemed to be unsatisfactory, then written formal complaint should be submitted to the HAC Board of Directors. All such issues must be documented, signed and dated.
- 4) Any objections to officials or coaches' decisions should be reserved until after the conclusion of a meet session. At such time, the issue should be discussed with the coach in a professional manner.
- 5) Use of audio or visual recording devices, including a cell phone camera, are not allowed in changing areas, restrooms, or locker rooms. Such devices are also not permitted behind the blocks during a swim meet. Use of audio or visual recording devices, including a cell phone camera, are not allowed when observing a swim practice.
- 6) Parents and other family members are not allowed in locker rooms at the practice facilities or at any swim meet, for the safety of all the athletes.
- 7) Parents will demonstrate good sportsmanship towards all members of HAC and member of other clubs and at all meets, practices and club events.
- 8) Parents will maintain control and conduct themselves in a manner that is respectful of others at all times. Parents should understand that negative behavior, communications, or negative influence, along with criticizing, name-calling, harassing, and/or the use of abusive language or gestures directed towards swimmers, coaches, officials, volunteers or any parent will not be tolerated This includes, but is not limited to, bullying, being hostile or aggressive towards

another HAC member (parent or swimmer) at any meets, practices, club events, or any other time and can include single incidents or a history of spreading communications and gossip regarding others through electronic and social media.

- 9) No consumption of alcohol, tobacco products or illegal drugs is permitted at the facility of any HAC event which the Parent attends.
- 10) HAC will not tolerate any sexual or racial harassment or intolerance.
- 11) Parents will comply with HAC's Social Media and Electronic Communications Policy.
- 12) Parents will comply with HAC's Anti-Bullying Policy.
- 13) Parents will comply with the Minor Athlete Abuse Prevention Policy.
- 14) Parents will review the HAC Team Handbook and the Athlete Code of Conduct with their Swimmer(s) and ensure they, family members, and their Swimmer(s) understand and abide by the provisions as set forth.
- 15) Parents will comply with all policies and procedures as set forth in this Handbook.

Consequences for Violation of the Code of Conduct:

Any violation of this Code of Conduct will be brought to the attention of HAC's Board of Directors, which will issue the appropriate response. Parents agree to this Code of Conduct understanding that violation of this code may result in disciplinary action and/or sanctions on participation with HAC including, but not limited to, reprimand (verbal or written), probation, temporary suspension from meets, or loss of membership for themselves and their swimmer(s).

Social Media and Electronic Communications Policy

As representatives of HAC all swimmers and their families have the responsibility to portray the team and themselves in a positive manner both on and off the pool deck and throughout the season. In addition to the agreed upon behaviors in the Athlete Code of Conduct and the Parent/Family Code of Conduct, if anyone participates in any electronic communications, (e.g., texting, email), interact on social networking site(s), or use social media (e.g. Twitter, Facebook, Instagram, Snapchat, etc.) they must avoid inappropriate and offensive behaviors. If a HAC representative's social media profile and its contents or other electronic communications are found to be inappropriate in accordance with the behaviors listed below, he/she will be subject to disciplinary action in accordance with HAC's Disciplinary Policy and Procedures.

Examples of inappropriate and offensive behaviors may include, but are not limited to, depictions or presentations of the following:

- Photos, videos, and comments that are of sexual nature, This includes links to websites of pornographic nature and other inappropriate material.
- Photos, videos, comments or posts showing the personal use of alcohol, drugs, tobacco or tobacco related products (including electronic nicotine delivery systems (including electronic cigarettes or other devices that are designed to allow users to inhale nicotine and/or other chemicals))
- Content online that is unsportsmanlike, derogatory, demeaning, defamatory, or threatening toward any other individual or entity (for example, derogatory comments regarding another swimmer, parent, or club)
- Any communications including posts depicting or encouraging unacceptable behaviors such as violent or illegal activities (for example, sexual harassment, vandalism, underage drinking, or illegal drug use)

Remember:

Our goal is for HAC to be known as the leading example of respect and sportsmanship in swimming. Always present a positive image and don't do anything to embarrass yourself, your team, your family or HAC.

The internet is permanent and actions have consequences. Anything posted online is available to anyone in the world. Any content posted is completely out of your control the moment it is placed online, even if you limit access to your page.

Don't post anything you wouldn't want your coaches or parents/guardian to see.

Your social media content can and will be reviewed by both potential higher education schools and potential employers.

Consequences for Violation of the Social Media and Electronic Communications Policy:

Any violation of this Policy will be brought to the attention of HAC's Board of Directors, which will issue the appropriate response. HAC members agree to this Policy understanding that any violation may result in disciplinary action and/or sanctions on participation with HAC including, but not limited to, reprimand (verbal or written), probation, temporary suspension from meets, or loss of membership.

Anti-Bullying Policy

HAC is committed to providing a friendly and safe environment for all of our swimmers. Bullying of any kind is unacceptable and will not be tolerated. This Policy shall apply to all behavior by swimmers, parents, or family members occurring during or at an activity or function that is associated with HAC, including, but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings. It also addresses and applies to behavior by members of HAC occurring outside of club activities or functions.

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 parent.

Definition

Bullying is the severe or repeated use 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 person, that to a reasonably objective person has the effect of:

- causing physical or emotional harm to the other person or damage to the other person's property;
- placing the other person in reasonable fear of harm to himself/herself or of damage to his/her property;
- creating a hostile environment for the person;

This includes but is not limited to hitting, pushing, kicking, pinching or restraining through physical contact, threatening, taunting, teasing or name calling, making faces or dirty gestures, or intentionally excluding someone from a group (in person or through any type of social media).

Responsibilities

HAC swimmers are expected to:

- Treat all other swimmers with respect and not engage in bullying;
- Immediately report any incident of bullying to a Coach or his or her parents.

Coaches are expected to:

- Treat all swimmers with respect and avoid the use of sarcasm or ridicule;
- Address incidents quickly and effectively.

Parents are expected to:

- Treat all swimmers, coaches and other parents with respect;
- Immediately report any incident of bullying to a Coach or the HAC Board of Directors.

Procedure

Upon receiving a complaint of bullying, the Head Coach and Board President will confer. The Head Coach and/or Board President will investigate the complaint as appropriate under the

circumstances and depending upon the results of the investigation and the seriousness of the occurrence, may:

- Notify the parents of the bully of the incident and issue a verbal warning;
- Issue a formal written warning to the bully and his parents; or
- Invoke HAC's Disciplinary Policy (which can result in suspension or expulsion of a swimmer).

Team Suit Policy

HAC takes great pride in carefully considering all aspects of our program from USA Swimming Safe Sport to the competitive development of our athletes. Our team culture has had an enormous impact on the success and growth of our team. The aim of the policies outlined below is to further define that culture in order to improve our unity as a team and ensure that our attire at meets and practice is consistent with our philosophy.

Please read all parts of this team attire policy outlined below.

Practice Suits

Swimmers are discouraged from wearing team suits during practice. This will keep your team suits looking new and prolong the life of the team suits, and instill the idea that team suits are part of the team uniform used exclusively for team meets.

Swimmers can wear any one-piece swimming suit that meets the teams standards of decency and does not interfere with a swimmer's ability to use proper technique at practice. All swimmers are required to wear a suit that is in good condition and fits appropriately. If a coach observes a swimmer not complying they will be asked to change into a proper suit before returning to the pool. For female swimmers, any suit with a tie-back is not allowed.

Team Suits

We are proud to swim for HAC and dressing uniformly is a way for us to unite as a club. At all meets, we want to make our presence known as a club. Our team policy is that for all meets that HAC attends, HAC swimmers are required to wear a team suit and team cap. Team suits are available for purchase at the beginning of each season through our team vendor.

Swim Caps

HAC orange team caps are required to be worn at meets, and are encouraged to be worn at practice. Our coaches will have extra caps available at meets, but please do not depend on this in order to comply with the swim cap policy.

For hygienic reasons relating to the facility, all swimmers with shoulder length hair and longer are required to wear caps at practice. Most swimmers with short hair wear caps in order to protect and contain their hair so that they may use proper technique. If your swimmer wears a cap at practice, they should wear a HAC team cap. This is an additional way for us to unite as a club.

Technical Suits

Technical or "Tech" suits are engineered to reduce a swimmer's drag in the water, artificially enhancing performance. USA swimming has banned swimmers 10 years of age and under from wearing a Tech suit during USA competitions. Beginning in September 2020, this ban will be expanded to include all swimmers 12 years of age and under. Our team policy follows that of USA swimming - all swimmers 10 years old & under (expanded to 12 and under in September 2020) are prohibited from wearing a "Tech suit" in any competition. Swimmers who are 11 years of age or older may wear a Speedo, FINA-approved Tech suit at meets ONLY with the Head Coach's permission. If your swimmer wears a Tech suit without permission, they may be asked to change into the team suit.

Team Sponsor

Currently, HAC is sponsored by Speedo. This means that we have agreed that HAC will compete in and HAC swimmers shall make public appearances exclusively and only in Speedo brand products. This includes team suits and Tech Suits. If a coach observes a swimmer not complying (i.e. wearing a non-Speedo branded suit at a meet) the swimmer will be asked to change into a Speedo suit before returning to the pool.

In return, HAC members receive an additional 20% off of retail prices on designated team Speedo suits, warm ups, duffel bags, and training aids, provided that all qualified purchases of such products are to be made only through designated Speedo team dealers. HAC's current team vendor is T&T Swimming, who may be contacted at [717-656-8987](tel:717-656-8987).

HAC Facility Guidelines

Our swimmers' safety is a top priority. HAC is a guest of both the Hershey Recreation Center and the Vista School, and any other pool that may be used during the course of a season. Use of these facilities is a privilege. Listed below are some practical guidelines for the use the facilities available to HAC, to include the locker rooms, pool, gym, lobbies, hallways, parking lots, outside areas, playgrounds, and any other area of these facilities.

- Swimmers should not linger in the locker rooms. Before practice, swimmers should change clothes and meet their coach on the pool deck as soon as possible. After practice, swimmers should quickly change, get dressed and meet their parents.
- Use of audio or visual recording devices, including a cell phone camera, are not allowed in changing areas, restrooms, or locker rooms. Such devices are also not permitted behind the blocks during a swim meet.
- Parents of the same gender should only enter a locker room in an emergency situation. There is limited space in the locker rooms and we ask that you please respect the privacy of the athletes who are getting dressed after practice.
- HAC coaches of the same gender walk through the locker before and after practice to ensure that horseplay or nothing out of the ordinary is occurring.
- Do not try to communicate with your swimmer or the coach during practice. The swimmers need to pay attention to the coach. Talking or gesturing to either the swimmer or coach is distracting to the entire group.
- Please supervise non-swimming children at all times.
- Please do not drop your swimmer off more than fifteen (15) minutes prior to the start of their practice. Parents should be ready to pick up their swimmer when swim practice ends for their swimmer's practice group.
- Parents hold sole responsibility for the actions and conduct of swimmers and other family members outside of each swimmer's designated practice time.

HAC Observation of Practice Policy

Following the best practice guidelines as set forth by USA Swimming, HAC offers an opportunity for parents to observe swim practices. Please note that due to facility restrictions such observation is limited in scope at this time.

In order to maintain a safe environment for our swimmers during practice please keep in mind the following rules we have put in place:

- Parents, or other family members, are requested to enter through the same doors as the swimmers and are only permitted in the spectator seating area. Access is not granted to the rest of the building.
- Parents and other family members are not allowed in locker rooms for the safety of all the swimmers.
- Please be considerate and do not communicate with any swimmer or coach during practice. This is not only distracting to the swimmer but can also be distracting to the entire team.
- Please try to keep conversation amongst yourselves quiet and to a minimum. Sound carries in the pool area and could be distracting to the swimmers and coaching staff.
- Use of audio or visual recording devices by parents or other family members, including a cell phone camera, is strictly prohibited.

By attending any practice, you, and any family member, agree to the rules as stated above. Any violations of the above items will be brought to the attention of HAC's Board of Directors and will be considered a direct violation of the Parent Code of Conduct.

HAC Disciplinary Policy and Procedures

This Disciplinary Code shall apply to all behavior by swimmers occurring during or at an activity or function that is associated with HAC, including, but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings. It also addresses objectionable behavior by members of HAC occurring outside of club activities or functions. Objectionable behaviors also include violation of the Anti-Bullying Policy, Athlete Honor Code, Electronic Communications Policy and other Policies as set forth in this Handbook, and will be classified according to the behavior.

Upon being notified of an alleged objectionable behavior, the HAC Board of Directors ("Board") and/or Coaching Staff is authorized to investigate and classify such behavior and take the appropriate action as outlined below.

During all investigations of Class I and Class II offenses, involving questioning or interviewing of the subject swimmer, a parent/guardian of such swimmer shall be present.

All disciplinary decisions by a Coach, the Board, or Disciplinary Committee are final and cannot be appealed.

The types of objectionable behavior shall be divided into three (3) classifications.

Class I - Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.

Class II - Shall deal with behavior that is considered disruptive; having an intended detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of HAC and/or their coaches; leading to the possible injury of self or to other persons.

Class III - Shall deal with behavior that is somewhat disruptive; does not portray HAC in good light; and other actions that are not in compliance for good behavior as a member of a team or society in general.

Class I Objectionable Behavior

Class I unacceptable behavior includes, but is not limited to, sale or distribution of illegal drugs, conviction of felony and/or fighting that results in severe bodily injury of any person, regardless whether at a club activity/function or not.

Disciplinary Procedure:

- The HAC Board shall send notice of a Hearing before the Board to the parent/guardian and swimmer via certified mail.
- The Hearing shall be held before a quorum of the Board with the parent/guardian and swimmer being given the opportunity to be present. The facts shall be presented by the Board or their designee. The Head Coach shall be present in an advisory role.

- The Board decision shall be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Disciplinary Action:

May result in swimmer suspension* or membership termination for the swimmer and/or family, or other action as determined by the Board.

Class II Objectionable Behavior

Class II objectionable behavior includes, but is not limited to, possession or use of illegal drugs, alcohol, tobacco, tobacco related products (including electronic nicotine delivery systems, electronic cigarettes or other devices that are designed to allow users to inhale nicotine and/or other chemicals), theft, or significant vandalism, regardless whether at a club activity/function or not.

Disciplinary Procedure:

- The HAC Board shall send notice of a Hearing before the Board to the parent/guardian and swimmer via certified mail.
- The Hearing shall be held by a Disciplinary Committee consisting of three members of the Board (not including the Head Coach or President of the Board) chosen by a majority of the Board, with the parent/guardian and swimmer being given the opportunity to be present. The facts shall be presented by the Board President or their designee. The Head Coach shall be present in an advisory role.
- The Disciplinary Committee shall recommend a decision to the Board. The decision shall be mailed to the parent/guardian and swimmer within one week via certified mail.

Recommended Discipline:

- First Offense - Suspension* from the team for a minimum period of thirty (30) days of the swimmer's season (these days may extend into the swimmer's next season, if necessary)
- Second Offense - Suspension* from the team for a minimum period of sixty (60) days of the swimmer's season (these days may extend into the swimmer's next season, if necessary)
- Third Offense - Shall be considered a Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior outlined above.

*Suspension - terms of suspension shall be outlined by the Disciplinary Committee and must be adhered to by the swimmer and parents in order to be reinstated by the Committee at the end of the suspension period. During the suspension period, swimmers remain a member of HAC and are still subject to all HAC policies. All fees are still due in full (including fees incurred from any meets missed due the suspension). Additionally, parents are still responsible for any volunteering commitments and will be subject to the fines outlined in the Volunteer Section of this Handbook should the commitments not be fulfilled.

Class III Objectionable Behavior

Class III objectionable behavior is any unacceptable behavior by a HAC member regardless whether at a HAC practice, meet, activity/function or not. These behaviors include, but are not limited to: minor vandalism, being disruptive in practice or at a meet, abusive language or behavior, bullying, insubordination to the coaching staff, chaperones or other, littering, or other acts of misconduct as determined by the coaching staff.

Disciplinary Procedure:

Handled by the Coaching Staff.

Recommended Discipline:

As determined by the Coaching Staff and can include, but is not limited to extra laps, clean-up duties, push-ups, or suspension from practices (for not more than five (5) days), and/or suspension from no more than one (1) meet).

The Head Coach shall inform the Board President of the objectionable behavior prior to suspending any swimmer from practice or a meet. Parents will be involved if the anticipated discipline will result in a suspension.

Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior and treated as such.

Training Group Placement

The Hershey Aquatic Club (HAC) is divided into several training (practice) groups based on age, grade, stroke proficiency, aerobic conditioning, mental and emotional maturity, and commitment to swimming and to the team.

The progressive structure of these groups provides a setting in which swimmers are continually challenged yet are able to experience individual and team success. Training group advancements are determined by the Head Coach and the available space in each training group. The Head Coach will also take into consideration the ability of each swimmer.

Additionally, the Head Coach will consider meet and practice attendance in placing swimmers into training groups. At the beginning of each swim season, the Head Coach reserves the right to deny registration to any swimmer who does not meet the practice or meet attendance expectations for their assigned training group from the previous season. The Head Coach also reserves the right to change the training group of any swimmer during the swim season.

The Head Coach will make the final decision on practice group placement.

Coach's Code of Conduct

The purpose of a code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct should be brought to the attention of the HAC Board of Directors.

Minor Athlete Abuse Prevention Policy (MAAPP)

USA Swimming's top priority continues to be keeping our athletes safe. No form of abuse, including child sexual abuse, has a place in our sport.

This policy is imposed by the U.S. Center for SafeSport (the "Center"). The Center is the separate, independent organization that oversees all sexual misconduct reports in the Olympic and Para-Olympic movement. The Center is also responsible for creating requirements in the areas of policy, education and training for every National Governing Body (NGB) in the Movement. USA Swimming, as an NGB, must follow the Center's requirements. This Policy addresses risk areas that present opportunities for abuse to occur

Additionally, the Center requires regular and consistent training for all adults who interact with and have direct and frequent contact with minor athletes, including adult athletes (athletes age 18 or over). All USA Swimming non-athlete members regularly complete Safe Sport training, known as Athlete Protection Training. Now, all adult athlete members will also be required to complete Athlete Protection Training. All adult members—athlete and non-athlete—will be required to complete the training annually.

This policy applies to:

- All USA Swimming non-athlete members and adult athlete members (athletes 18 and over);
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- 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

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.

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

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

III. Undress

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

IV. One-on-One Interactions

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

V. Monitoring

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:

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

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

VI. Legal Guardians in Locker Rooms or Changing Areas

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

MASSAGES 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. 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.