



POLICIES, PROCEDURES & MORE

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GENERAL INFORMATION

The Rochester Swim Club (RSC) program provides a system of instructional and training groups designated to move young swimmers through their swimming careers smoothly and successfully. RSC offers year-round swimming opportunities for all ages from swim lessons to masters. Rochester Swim Club is part of Minnesota Swimming, Inc., a Local Swim Committee (LSC) of USA Swimming.

RSC VALUES

1. We believe that teamwork is essential for success
2. We believe in a community that supports health and wellness for all
3. We promote a culture of continued learning for kids, members, parents and staff

GROUP STRUCTURE

Groups are structured so that swimmers will practice and compete within their age and ability peers. Exceptions to the general guidelines may be evaluated on a case to case basis.

Typically, all group moves occur on September 1 and April 1 between seasons.

ROSTER GROUPS:

USA Swim Team:

Red

White

Blue

Junior 1

Junior 2

PreSenior 1

PreSenior 2

Senior 1

Senior 2

House League Swim Team

House League 2 (12 & Under)

House League 1 (13 & Over)

COMMUNICATION

Regular communication between the RSC staff, coaching staff and athletes/parents is crucial for our team to be successful. Here is a list of our main forms of communication within our organization:

WEEKLY NEWSLETTER – Monday newsletters are emailed to everyone with information from the RSC staff and coaching staff

EMAIL – Coaches and administration will send email relating to specific groups. Please be sure all email addresses are correct in your RSC account to receive these emails.

WEBSITE – We encourage families to check the website often:
(www.rochesterswimclub.com)

COACHES – Continuous open communication with the coaches is highly encouraged. Coaches main form of communication is through email. Parents are asked to not address the coaches during practice time, as they need to focus on swimmers that are in the water. Please address them either before or after practice if necessary.

All communication regarding club function/administration/operations should be directed at Autumn Kappes autumn.kappes@rochesterswimclub.com

Chain of command when an issue/question/concern arises:

1. Contact your lead coach
2. Still a problem, contact the head coach
3. Still a problem, contact the CEO (Autumn Kappes)
4. Lastly, still a problem, contact all the Board of Directors members
(bod@rochesterswimclub.com)

REPRESENTING THE ROCHESTER SWIM CLUB

Appropriate behavior from all swimmers is expected during practice, competitions, traveling or attending any team functions. Whether it be practice, swim meets, school or elsewhere – once you are a member of RSC, you represent the team, teammates and organization wherever you go.

CODE OF CONDUCT: All members of the Rochester Swim Club are subject to the Team Code of Conduct. During registration for every season, members must e-sign and acknowledge subscribing to this Code. A copy is included as Attachment (1) of this document.

SWIM MEETS: All athletes and coaches dress in team apparel, team suit, team cap and team shirt. Designated shirts may be selected for specific swim meets, color/sequence. State meet or other specialized apparel may be assigned by the coaching staff. All team members must represent RSC as “attached”, there will be no “unattached” swimmers from RSC.

INVOLVED PARENTS: Support for swimmers, coaches and the team are vital from parents. We encourage all RSC parents to sit together at both practices and meets. This gives you the perfect opportunity to positively share information, get to know one another and cheer for everyone.

FACILITIES: The Recreation Center pool as well as John Marshall, Mayo high schools, Soldiers Field pool and Silver Lake pool are all facilities that RSC utilizes for practices. All facilities and staff need to always be treated with respect and conduct yourselves as a respectful representative of the Rochester Swim Club. RSC does not own any of these facilities, we only rent space and the reputation of the team is at stake every day.

USA ATHLETE PROTECTION POLICIES & RULES: All coaches, volunteers and parents have a responsibility to protect our young athletes. In order to create a positive experience and safe environment for athletes, USA Swimming’s *Code of Conduct* provides specific, mandatory policies that must be followed at all levels of the organization. Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.

TRYOUT PERIOD: We offer a two-week free trial. All waivers must be signed before trying the program. First time program participants may try the program for two weeks without paying membership fees. After that point, registration and payment must be submitted to continue with the swim club. Please contact Autumn at

billing@rochesterswimclub.com to get more info and let us know you are looking to try out.

FEES AND FINANCIAL INFORMATION

Each family has an account within our website. Parents = account holders and Swimmers = members, are held within the account. All fees for the swimmers are billed to the account. It is the parent(s) responsibility to log into your account on a regular basis to view any outstanding balances and to receive any team news. Some information is only available to view once you have signed into the website.

Group fees have increased, this is the first increase since 2017. We have added 15 minutes to practice each day for every group, which will include out of water training, as well as the use of in water headsets on a revolving schedule. We are also adding additional practices on weekends to work on specific skills or fun themed workouts when available.

- **New Swimmers:** An annual non-refundable registration fee of \$175.00 for September 2021-August 2022. Registration fee includes USAS registration, t-shirt and cap. A team suit is also required.
- **Returning Swimmers:** An annual non-refundable registration fee of \$175.00 for September 2021-July 2022. Registration fee includes USAS registration, t-shirt and cap.

These non-refundable fees are payable online through the Rochester Swim Club website and are required for each swimmer. The annual registration fee assists in the cost of USA swimming registration, as well as hospitality for the meet officials and coaches. Swimmers will not be allowed to begin practice until the registration fee is received.

*Please note - when registering with the Rochester Swim Club we require a credit card to remain on file to pay for monthly charges, meet fees and activities. You may select ACH withdrawal for monthly charges, meet fees and activities, but we still require a credit card on file. We will accept check payments for Annual charges ONLY (this check will need to be into the office/drop box prior to registering so you will see a credit on your account). Reminder to check the fees associated with using a credit card or ACH payment, which are: ACH \$2.50 per transaction and Credit Card 2.95% + \$.30 per transaction.

Swimmers will not be allowed to participate in the RSC programs if their financial obligations to the club are more than 30 days delinquent, unless alternate arrangements have been made with the team billing coordinator.

RSC does not prorate monthly dues. If a swimmer is registered and/or participates during the first 15 days of the month, the full monthly dues installment is required.

RECURRING MONTHLY CHARGES:

The swim season will run from September 13th through mid August each year to allow for consistent practice schedules for the season. We will offer some form of practices in March, however in August after championship meets are over, we may offer some form of stroke clinics and/or maintenance practices. We believe the change to a year-round season allows for a more consistent practice schedule for parents, coaches, and swimmers. Swimmers will be registered for one of the following options:

- Annual-One payment for the entire year due at the time of registration; non-refundable (medical credit when deemed appropriate).
- Short Course - September through March; one payment due at the time of registration
 - SC athletes will be auto enrolled in LC and billed on April 1st unless notified in writing to billing@rochesterswimclub.com NO LATER THAN March 15th. A \$35 late fee will be assessed if notified of cancellation after March 15th.
- Long Course - April through August; one payment due at the time of registration
- Monthly - 11 monthly payments; must commit financially to the SC or LC season; payment due on the 1st of each month.

Any billing questions, please contact billing@rochesterswimclub.com

The first team dues installment is due September 1 and installments will continue to be due on the first of each month until 11 monthly installments have been reached.

Once the yearly tuition amount or 11 monthly payments have been received, recurring team charges will cease. Recurring charges for meets will be invoiced as stated above. In the event a swimmer voluntarily opts to suspend membership at any time prior to the end of the SC or LC Season, the family is responsible for the remainder of the monthly payments. You will continue to be billed for the entire year based on your payment unless you submit notification of termination (see section on termination policy). As our team continues to grow your spot on the team is secured by this policy. In the future, we may need to cap the competitive swim team to allow for the best coaching practices and success of your swimmers.

REFUND/CREDIT POLICY:

It is important that you read the information and choose the best option for your family. Swim fees are non-refundable. Please review all your payment and withdrawal options. If a swimmer misses practice for more than 3 consecutive weeks due to illness or injury, a credit will be issued which can be applied to a future registration. A note from the physician must be emailed or dropped off within 3 weeks of injury or onset of illness and must include date of injury and length of time that swimmer cannot swim.

GROUP MOVE INCREASES:

The RSC coaches will periodically make group moves based on a swimmer's age and ability. If your swimmer is moving to a group with a higher fee, you must pay the prorated difference for annual fees or SC/LC fees. If you are paying monthly, the month following the group move will reflect the higher tuition rate for the swimmer. Group moves are typically conducted in December and April.

HIGH SCHOOL POLICY:

** All high school swimmers should register by September 1, including high school girls that are swimming with their high school team in the fall. If you register late you will be subject to the \$35 late registration fee. It is also important to note that you only receive emails if your swimmer is registered, and it is important for you to stay in touch during the high school season.

The fees for HS girls and boys have been adjusted to account for their time that they are swimming with their high school team. High school swimmers will receive a reduction in fees for the total year-round.

High school swimmers CAN attend RSC practices during their high school season. We do not recommend skipping high school practices to attend RSC practices, but rather supplement with mornings, Saturdays or any other days when high school practice is not offered by your team. Please check the schedule for those morning practices which coaches have deemed open for HS swimmers. We believe this allows for continuity in coaching and team building for the swimmers. High school swimmers may not compete in USA Swimming meets during the high school season. Once the swimmer has completed in their final meet of the high school season, they are eligible to swim in USA Swimming meets.

PAYMENT PROCEDURES:

The outstanding balance, which includes recurring charges of team dues and non-recurring charges and any other financial obligations are due on the first of the month. For improved efficiency and security in accounting, RSC billing is only able to accept payments for team dues and other team fees in the following payment options:

1. Online draft from Visa, Mastercard or Discover or ACH bank draft.
2. Annual fees may be mailed to:
Rochester Swim Club
PO BOX 7796
Rochester, MN 55903.

They can also be dropped off at our office in the drop box at the Rochester Rec Center pool or the blue drop box outside the RSC Offices.

If the total outstanding balance is not received by the 1st of each month, a \$35.00 late will be assessed. A \$45.00 fee will be charged for all returned checks. If a swimmer leaves the program before the end of the fiscal year or after the 5th of any month, there is no refund of monthly dues under any payment option.

SCHOLARSHIP PROGRAM:

Scholarships are available and are processed by an outside firm. Please contact billing@rochesterswimclub.com for more information. Scholarships cover the cost of monthly group fees but not meet or registration fees.

FAMILY DISCOUNTS:

As of July 19, 2017, here is the policy for Family Discounts:

- 1st swimmer (highest fee): Full fee
- 2nd swimmer: 10% discount
- 3rd swimmer 20% discount
- 4th swimmer 30% discount
- 5th swimmer free

Family discounts are only available when members all participate in the same programs and you are paying for all swimmers with the same payment option (annual or monthly). Diving, Swim School, House League, and Masters programs are not included in the family discount.

TRANSFERRING FROM ANOTHER USA-S TEAM:

Welcome and please fill out the Minnesota swimming transfer form. If you have already registered with USA for the 2021-2022 swim year you will only need to pay the \$5 transfer and RSC team fee.

NON-RECURRING MONTHLY CHARGES & LATE FEES:

Please carefully review your courtesy billing statement that is emailed to your primary email account the 20th of each month to make sure you are aware of and prepared to pay the correct amount. Non-recurring monthly charges such as meet fees, cap fees, events, champ dinners, and banquets are due in full the first of every month. A \$35 late fee is automatically billed to any account for which the total outstanding balance has not been received by mail or if your credit card is not current, causing monthly charges to fail. Please make your payments on time and keep your credit card updated. Our Team Unify billing system gives you ample reminders to update payment information for expiring credit cards. Overdue balances will be assessed a \$35.00 late fee for balances over 30 days in arrears and 30 days thereafter. Late monthly fees will be assessed if monthly fees are not paid by the 1st of the month.

MEET WORKER REQUIREMENTS:

Volunteerism is essential to the sport of swimming. To reach higher levels of competition, a swimmer is required to participate in swim meets in order to test his or her skills and strategies. These team hosted meets require many volunteers to function. At RSC we are fortunate to have a beautiful facility to host convenient and cost effective home pool meets. Competing in our home pool saves our families significant expenses associated with travel and generates revenue for our club to support coaching staff and administration.

The meets RSC swimmers enjoy and need for improving their swim skills would not happen without the involvement of our parent volunteers. Together volunteers run meets by signing up for job slots listed on the website. Some of these jobs include: timing, officiating, computer operator, Colorado operator, hospitality, concessions, awards, set-up and clean-up.

Since RSC's volunteer jobs benefit all families, it is required that all families share in the fulfillment of these listed duties. RSC requires all families to contribute each year to hours/shifts to ensure all jobs will get done while also ensuring the equal distribution of work among all family members.

With many new families, we would like to try something different starting in 2021.

- RSC requires that if an athlete is in a meet, then a shift will be picked up by a family member of that athlete for that meet.
- There are three meets a year that families **MUST** work at whether they have an athlete in them or not. Those meets are Presidents Day (1 shift), MN Age Group State SC (2 shifts), and MN Age Group State LC (2 shifts). It is an honor to host these prestigious events and we need all of our families to contribute to them. These meets apply for the athletes that are registered for the SC, LC, or Annual seasons regardless of billing options.
- We have two meets each year that are done as a service to the community. One is the SCSU College Invite that brings a lot of people and revenue into the city as well as the Special Olympics swim meet. Both of these meets take volunteers to run and are special events to the Rochester Swim Club. These meets are optional to work at but are a lot of fun!
- We would like to incentivize the families that help us. Everytime a member of your family works a shift at a meet, your family name is put into a yearly drawing for prizes. Our major prizes are a short course season for RSC and a long course season for RSC.
- **ALL UN-FULFILLED VOLUNTEER SHIFTS WILL BE CHARGED \$25.00 per shift to your account on July 31st of each year, unless we host a state meet and then the date will be changed to reflect the additional meet.**

Rochester Swim Club is known to host exemplary events. Please help us to help keep our costs down for our families. Every meet here means no hotel, food, gas, etc. for your family and your athletes get great rest sleeping in their own beds. If everyone follows the guidelines below, we would always have enough help. Volunteering gives you the opportunity to have the best seat in the house to watch your athlete!

How to sign up:

- Volunteer sign-up is convenient and simple. It can be found under the meet section of our website.
- Click on Meets/Events. Scroll down to the meet you are interested in.
- You will see a Job Signup button.

MEET FEES:

Meet fees are required for each meet your swimmer is entered and must be paid as billed. You will be billed for all meet sessions that you register unless you remove your swimmer from the meet by the posted deadline. If you sign up for a meet and do not attend, you forfeit those charges as fees are paid by RSC in advance.

Coaches enter swimmers into relays based on who is scheduled to attend a meet. If your swimmer is entered in a meet, the coach expects them to be there. Each swimmer entered in a relay will be billed accordingly. A swimmer whose absence from an event

which causes a relay to be scratched will be billed for the entire relay, regardless of the absence.

For each meet a swimmer signs up to attend, a \$13.00 fee for non-hosted meets outside of Rochester is required to cover RSC administrative and club costs at each meet. These fees are charged to the swimmers account in addition to the host team's individual event charge fee, relay fees, and any surcharges per athlete. Because meet fees must be paid by RSC in advance, these fees will not be reversed if a swimmer fails to attend a meet for which he/she is signed up to attend regardless of reason. We understand special circumstances may arise and those will be handled on an individual level by emailing billing@rochesterswimclub.com.

SICK/INJURY/FAMILY MOVE POLICY (TERMINATION POLICY):

Annual and monthly fees are non-refundable. Exceptions may be made in the form of a credit toward future sessions for a swimmer with a serious illness or an injury lasting 4 or more consecutive weeks. You must contact billing@rochesterswimclub.com with medical documentation for the illness/injury. Please contact the billing office as soon as possible following injury.

Refunds may be given for families moving out of the area who have paid the full amount. Contact billing@rochesterswimclub.com at least 4 weeks prior to your move in to receive a refund. Include the date of your move so the appropriate refund can be determined. No refunds will be issued if you contact us after you move.

There are NO refunds for swimmers missing any part of a year or season for any other reason beyond injury or illness, although in special circumstances a credit may be applied to future sessions. Please contact billing@rochesterswimclub.com with details of your situation if it is outside said listed circumstances and it will be reviewed.

CHAMPIONSHIP AND HIGH-LEVEL MEETS:

If your swimmer qualifies for the State Swim meets your swimmer is required to attend. High level meets, including Speedo meets, and national meets will incur the following charges added due to coach travel expenses and administrative expenses. **If qualified, swimmers are required to attend the STATE CHAMPIONSHIP MEET in order to remain on the team.** Swimmers will be added to these meets automatically. Parents are to contact the swimmer's coach if there is a conflict with these meets. The coach and CEO must be notified to excuse a swimmer from participation in these most important team competitions.

Approximate high-level meet charges. (subject to change)

High Level Meets In State: \$20.00 fee (any time-standard qualified meet in state)

High Level Meets Out of State: \$100 fee (any time-standard qualified meet out-of-state)

USA and/or National Meets: \$150 fee – (If needed, please speak to Senior coaches about LSC Reimbursement opportunities)

*Zone meets would not have fees from RSC as that is part of Team Minnesota.

HOTEL CHARGES:

For swimmers attending away meets team travel is offered and overnight lodging as a team, swimmers will be assigned roommate(s) by gender and will be billed accordingly. As a matter of contractual obligation, if a swimmer withdraws from team travel for any reason after the deadline to sign up has passed, the account will still be charged if RSC cannot secure relief from the hotel room block contract.

SWIMMER MEDICAL INFORMATION:

If the swimmer has a medical condition (physical or behavioral) which could result in coach care during an athletic activity, it is the parent(s) responsibility to set up a meeting with the swimmer's primary coach to educate the coach on the condition, symptoms and necessary actions. During the online registration process, parents should fill in the appropriate information in the "Medical Information" section of the online form.

SWIM PRACTICE CONDUCT:

Swimmers should be on the pool deck, dressed and ready to get in the water 10 minutes before practice begins. Coaches will start organizing swimmers, giving instructions and generally preparing the group for practice before they get into the water and thus, if swimmers are late, they may miss important information. If a swimmer is to arrive late (or leave early) from a practice, parents should contact the coach in advance. Just like the school classroom setting, the pool "classroom" is difficult to manage and teach effectively with swimmers arriving and leaving during the practice. Advanced notice to the coach makes such exceptions far more manageable.

Swim bags and personal items should be placed in locked lockers inside the locker rooms. Locks cannot be kept on lockers overnight, but certainly may be used during practice. If the swimmer does not have a lock, swim bags should be brought into the venue, visible to coaches and swimmers, but out of the way of team activities.

Swimmers are expected to give complete attention to their coaches at all times. They should refrain from excessive talking so that they and their teammates are able to hear the coaches and follow instruction. Swimmers should use care with all equipment. As in school, proper behavior is expected. Unruly conduct will result in disciplinary action. Parents should keep in mind that practice is for the swimmers and not a time to resolve issues with the coaches.

PRACTICE SCHEDULE:

The practice schedules are posted on the team website: www.rochesterswimclub.com. Swimmers may **not** practice with a group other than their own. Training group schedules, particularly in relation to group size/lane space, age and ability do not have the flexibility to accommodate swimmers from other groups. Exceptions to swim with another group may only be granted by the Lead Coach, and only then for athletic reasons deemed necessary (versus personal schedule challenges). RSC offers substantial weekly practice days/options for all groups, which exceed the weekly number of recommended practices for each group.

11-12, 13-14, 15 & OLDER TRAINING SCHEDULES:

The fees for our highest competition swimmers are not established solely on the months swam or practices offered, yet, swimmers in these groups may have additional or fewer practices based on the discretion of the coaches. Swimmers in these groups may have more or fewer practices offered as determined by coach to allow for preparation and/or recovery for our highest-level swimmers. Attendance policies are set by individual coaches and are dependent upon the level of commitment required for each group.

CANCELLED PRACTICES/MAKE-UP PRACTICES:

There will be make-up practices when possible with coaching staff available to swimmers in the event a swimmer has a schedule conflict, or a practice cancelled due to weather or facility. These make-up practices are not level specific but available to team swimmers and staffed with a coach to allow for occasional scheduling conflicts. There will be no refunds for cancelled practices which occur infrequently.

INCLEMENT WEATHER:

If a cancellation/modification of practice occurs due to inclement weather, two methods of communication will be utilized: Facebook post (Rochester Swim Club) and Rainout Line: *Download the app, check status on-line or call for updates. Search Rochester Swim Club and be sure to sign up to receive email or text alerts if a new message is posted.*



Whenever possible, that decision will be made at least 2 hours in advance of a practice. Please note that coaches are not expected to respond to proactive questions/communications regarding weather cancellations – the team is far too large to individually respond to emails or text messages in these cases. Rather, families are

encouraged to keep watching for updates on Facebook or the Rainout Line for notifications. We will update the platforms, once a decision has been made.

Summer storms affecting outdoor practices and/or meets are an exception to advanced notice – those cancelations may occur on the spot, with little or no notice. A storm could pass through and a few minutes later, swimming may be possible. During summer days of potential weather, families are encouraged to closely watch for notifications.

Team policy: Practices and meets may continue in the rain or cold, but not during lightning. Lightning will result in a delay or cancelation.

TEAMWEAR AND EQUIPMENT POLICY:

Swimmers are to have all required equipment for their swim group as well as goggles and a training suit that fits as determined by coaches and listed on the website. Swimmers competing in USA-S meets must have team suit and a team cap unless the coach deems otherwise. All team wear orders must be paid for in advance of receipt. Equipment can be ordered or purchased directly through one of our suppliers in most cases. Please see our website for equipment suppliers.

ATTENDANCE:

Most groups do not have attendance requirements; however, the coaches will suggest the number of recommended practices for each group. Practice is the building block to success. Success will not come without dedication and dedication starts with regular practice attendance. For swimmers to progress from one level to the next a commitment to practice schedules must be met. Swimmers seeking to advance to performance groups with attendance requirements will be evaluated on past attendance in their previous seasons, with their current group, as actual history of participation is the greatest predictor of future commitment.

REGULAR SEASON SWIM MEETS:

Coaches will determine which meets that swimmers in their group should attend. These meets are for the benefit and the individual swimmer, and are important to maintain team unity and spirit, which enhances the competition skills of each swimmer. The best way for a swimmer to evaluate themselves and their progress is through meet participation. If signed up for a meet, the swimmer must pay a fee for each event he/she wants to swim, or a flat fee, depending on the event. Costs are detailed in the meet information, which is linked from the event page on our website. Once an entry is confirmed and the deadline has passed, **fees are not refundable.**

MEET GUIDELINES:

Just like practice, swimmers are expected to be on deck and ready to swim at least 10 minutes prior to the start of the scheduled warm-up period. Warm-up periods and session timelines will be posted on the team website in advance of the meet. Not only does timeliness result in a proper warm-up, the coaches need to take attendance, submit relay cards and account for all swimmers. Timeliness is very important for a successful meet. Swimmers may be removed from relays due to tardiness.

Swimmers must talk to their coach before and after each race. This is one of the most important ways a swimmer will learn to compete and rely on the professional expertise of the coach. The check-in with the coach also ensures that the swimmer does not miss a race. Parents are asked to help in reminding swimmers about checking in with the coach. With the size of the Rochester Swim Team, it is impractical for coaches to be responsible for swimmers getting to the coach and blocks on time. All team members are encouraged to cheer for every member of the team. Athletes are also encouraged to sit with the team during the meet, not in the stands with parents. Cheering helps everyone enjoy the meet and teaches swimmers the importance of team spirit and comradeship. This is an important life lesson about supporting others.

Regardless of weather or indoor structure, swimmers should wear warm clothing, shoes and bring plenty of spare towels and dry clothing. Every swimmer should have some type of swim bag with a routine stowage of proper gear. Routines are important to avoid forgetting items. Swimmers will be in contact with many different environments during a meet – warm clothing will help protect them from the ill effects of moving between the pool and non-pool spaces. Shoes (or quality sandals with non-skid soles) are important to avoid falls. Proper nutrition and hydration are also key components to support the swimmer. Many good tips about nutrition can be found on the team website under the Parents/Athletes tab.

UNCONDITIONALLY SUPPORTING THE SWIMMER:

Regardless of their place events, or if they get their best times, swimmers need the same encouragement, support and approval from parents to demonstrate the unconditional love that already exists in the family relationship. Showing disappointment in a swimmer's performance, as with any youth sporting event, only further raises the stakes for what should be a process-driven (rather than outcome-driven) experience. Youth athletes will go up and down with their performances, with many variables in play for each meet. This is not professional sports – these are children, developing life skills, learning how to face adversity and overcome obstacles in a physically tough, publicly times, publicly-viewed arena. Parents can help bolster confidence and positive growth by having the same reaction to a great race/meet as the not-so-good race/meet. The coaches will take care

of the teaching and accountability if the swimmer needs correction, as well as the praise and reinforcement when the swimmer demonstrates great skill.

Attachment 1

Rochester Swim Club CODE OF CONDUCT

PURPOSE –

The purpose of this code of conduct is threefold:

1. Establish, promote and represent a positive team environment
2. Provide each swimmer/family with the best possible experience

3. Make each swimmer/family aware of their responsibilities as a Rochester Swim Club team member and the consequences if those responsibilities are not met.

GENERAL CONDUCT FOR SWIMMERS:

Swimmers will:

- Comply will this Code of Conduct as well as the USA Swimming Code of Conduct, as described in Article 304 of the USA Swimming Handbook.
- Treat membership on the Rochester Swim Club as a privilege and personally acknowledge the responsibilities associated with it.
- Behave in a manner that reflects positively on the team at all functions, including practices, meets, and/or team social gatherings.
- At no time shall cell phones or recording devices be used in any locker room or changing facility.
- Will always respect and show courtesy to my teammates and coaches.
- Demonstrate good sportsmanship at all practices and swim meets. As well as set a good example of behavior and work ethic for all my younger teammates.
- Protect and help to always improve RSC’s reputation within the swimming community.
- Refrain from the possession and/or use of alcoholic beverages, tobacco products and weapons.
- Refrain from the possession and/or use of drugs (other than those prescribed by your physician).
- Refrain from engaging in inappropriate or destructive behavior which includes, but is not limited to fighting, throwing things, horseplay, threatening or intimidating behavior or other disorderly conduct which is disruptive or may endanger the safety of others. Theft and vandalism will not be tolerated. Swimmers/families may be held accountable/financially responsible for all their actions while representing the Rochester Swim Club.

Complaint Procedure:

Any member who witnesses inappropriate actions by a Coach, Member or Swimmer is responsible for reporting such inappropriate behavior to a Coach or the CEO. Rochester Swim Club will not tolerate retaliation against anyone who in good faith reports a suspected violation of the Code of Conduct.

SWIM PRACTICE CONDUCT:

Swimmers will:

- Follow coach’s instructions.
- Not interfere with the progress of another swimmer during practice.
- Leave practice only with the coach’s permission.

- Follow the facility/pool rules of any pool where an Official Rochester Swim Club practice is held.
- Follow the instructions from facility staff.
- Refrain from using the starting block unless directed and supervised by the coach.
- **Not use the diving boards.** Diving board activity is not insured by USA Swimming.
- Refrain from running, pushing, or engaging in “horse play” on the deck.

SWIM MEET CONDUCT:

Swimmers will:

- Recognize that team meets are a “privilege” and not a “right”. They will accept the responsibility associated with attending them in association with the Rochester Swim Club.
- Display proper respect and sportsmanship toward coaches, officials, meet administrators, parents and fellow competitors.
- If you disagree with an official’s call, you will talk with the Coach and not approach the official directly.
- Meet with their coach before and after each event.
- Notify their coach prior to leaving a meet early.

On travel meets:

- Male and female athletes should not be in the same room together without permission/supervision from a parent, coach, or chaperone.
- Swimmers must adhere to curfews established by the coaching staff. At curfew, lights, TV, electronic equipment must be turned off.
- Swimmers are to remain with the team during a trip or obtain permission from coach or chaperone before leaving the pool, hotel or other team gathering place.

PROHIBITED CONDUCT FOR SWIMMERS:

1. BULLYING:

Bullying is defined as the use of aggression, whether intentional or not, which hurts another person. Intimidating, humiliating behavior or intentional “harm doing” by one person or a group and targeting an individual or group. ***Bullying is prohibited by the Rochester Swim Club.*** Bullying is counterproductive to team spirit and can be devastating to a victim. Examples of bullying include, but are not limited to:

- Inappropriate **physical behavior**, such as gestures, pushing, or hitting another
- **Verbal and written** such as making insults, threats, or “name-calling”.
- **Electronic Bullying** such as inappropriate “texting”, phone calls or emails. Inappropriate webpage postings such as “Instagram”, “Twitter”, and “Facebook” are also prohibited.
- **Psychological Bullying** (i.e. spreading rumors or shunning another swimmer).

2. HAZING:

Hazing is defined as the committing of an act against a swimmer (or coercing a swimmer into committing an act) that creates a risk of harm to a person, in order for the swimmer to be initiated or affiliated with Rochester Swim Club or for any other purpose. **Hazing will not be tolerated.** Examples of hazing include (but are not limited to):

- Any type of **physical abuse** such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on a body.
- Any type of **physical activity** such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the swimmer to an unreasonable risk of harm. Such actions may adversely affect the mental or physical health or safety of the swimmer.
- Any activity involving the **consumption** of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the swimmer to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the swimmer.
- Any activity that **intimidates or threatens** the swimmer with ostracism or that subjects a swimmer to extreme mental stress, embarrassment, shame, or humiliation. Such actions may adversely affect the mental health or dignity of the swimmer or discourage the swimmer from remaining a part of the Rochester Swim Club.
- Any activity that causes or requires the swimmer to **perform a task** that involves violation of state or federal law or any other parts of the Rochester Swim Club Code of Conduct.

3. HARASSMENT BASED UPON PROTECTED CLASS STATUS:

Rochester Swim Club strives to have an environment where every swimmer can reach his or her full potential without regard to one's protected class status. For purposes of this Code of Conduct, harassment is defined as physical, written or verbal conduct, which is related to an individual's religion, race, national origin, sex, sexual orientation or any other legally protected class status. **Harassment, of any sort, is prohibited.**

Examples of harassment may include (but is not limited to):

- **Displaying** offensive pictures, poster, t-shirts, or other graphics.
- **Threats** related to an individual's race, religion, or sexual orientation.
- **Physical or verbal** acts of aggression, or assault upon another, because of their protected class status.
- Unwelcome **sexual advances**, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature.
- Unwelcome **verbal harassment** or abuse, including teasing, joking, or making derogatory dehumanizing remarks.
- Any activity that has the purpose of **creating an intimidating, hostile, or offensive swimming environment.**

Complaint Procedure:

If a member feels that he or she is being subjected to a violation of this Policy and is comfortable doing so, he or she is encouraged to tell the offending person that the behavior is improper and must stop. In addition, the offensive conduct should be immediately reported to a coach or the CEO. Rochester Swim Club will not tolerate retaliation against anyone who in good faith reports a suspected violation of the Code of Conduct.

DISCIPLINARY ACTION FOR VIOLATION OF THE CODE OF CONDUCT:

Violation of any of these Conduct rules may result in disciplinary action, up to and including removal from the Club. The action taken will be determined in the sole discretion of RSC and such actions may include (but are not limited to) the following:

- **Verbal warning** to the offending swimmer by his/her coach. A notification of parent/guardian will be made by that coach to each parent/guardian involved.
- If a swimmer violates a “Code of Conduct” during a swim meet, he/she may be **scratched from that meet** and be sent home at his/her own expense.
- **Suspension from the Rochester Swim Team.** The length of the suspension will be determined by the Coach and Administration.
- **Removal from the Rochester Swim Club** under the direction of the Coach, CEO and Board of Directors.

Rochester Swim Club does not guarantee that one form of action will necessarily precede another and reserves the right to terminate the membership at any time depending upon the totality of the circumstances.

The Rochester Swim Club reserves the right to review all disciplinary matters at any time.

RSC SWIMMER PARENTS/GUARDIANS:

RSC expects for parents/guardians to show consistent expectation for behaviors.

Parents/guardians will:

- Provide the coaching staff and administration with respect and the authority to coach the team.
- At no time during swim meets parents/guardians cannot be on-deck unless you have a USA Swimming Coaching or Official credential.
- Will always set the right example for children by demonstrating sportsmanship and showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and all facilities.
- Be involved by working at meets, observing practices, cheering at meets, and talking with your child and the Coach about your swimmer’s progress.
- Will refrain from coaching my swimmer from the stands during practices or meets.
- Understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- Will respect the integrity of the officials.

