**Practice Policies**

The EDGE Swim Team has adopted the following practice policies.

**Practice Times**

All start and finish times are to be strictly followed by all swimmers unless permission is given by the swimmer’s coach. EDGE swimmers will be prepared to start practice on-time.

**Practice Expectations**, A**ll Swimmers:**

* Will attend the entire duration of a practice. This includes any scheduled stretching, swim, dryland, yoga, and scheduled team meetings that may be part of a practice.
* Must bring their own cap, goggles, and towel to practice.
* Will always display respectful behavior during team activities.
* Are required to keep their bodies to themselves throughout the duration of the practice unless a drill or set designed by the coach involves partnering up.
* Are required to keep their eyes, ears, and head above water when a coach is providing instruction.
* Will Immediately alert the Coaching Staff of any issues that might affect the safety and well being of the team or its members.

**Practice Attendance Requirements**

* Practice attendance requirements for each training level are clearly defined on our website.
* All practice requirements must be met unless an exception is approved by the Coaching Staff.

**Practice Attire**

* EDGE swimmers may wear some unique suits and caps at practice.
* EDGE swimmers are not permitted to wear a cap or suit of another Vermont club team.
* EDGE swimmers are not permitted to depict any sexual or violent content in any manner.

**Additional/Private Coaching**

* All requests for private lessons for EDGE swimmers must go through the Head Coach. Requests may be made for a specific Assistant Coach but the Head Coach will make the final decision.
* Subject to availability.

**Penalties/Consequences for Violations**

Failure to follow practice policies may result in a warning to the athlete and the athlete’s parent or legal guardian. The coaching staff also has full discretion and judgment to determine any in-practice consequences for failure to follow practice policies. Continued failure to follow practice policies may result in restrictions to team events, dismissal from the practice, or dismissal from the team.

**Competition Policy**

* All EDGE Swimmers will wear their EDGE Swim Team t-shirt upon arrival and throughout the meet AND/OR other EDGE Swim Team Apparel
* No other TEAM apparel or affiliation is to be displayed.
* All EDGE Swimmers will wear the team or tech suits and team caps at all meets.
* Swimmers ages 12&U in New England Swimming are banned from wearing any/all technical competition suits.
* Swimmers ages 11-12 are not encouraged to wear technical competition suits.
* Swimmers ages 13-18 are encouraged to wear technical suits at championship meets.
* Swimmers are responsible for their event lineup and getting to the blocks on time.
* 10&U Swimmers may receive event assistance from the EDGE coaching staff.
* EDGE swimmers ages 11 and older must warm-up and cool-down for each race.
* All athletes are required to check-in with the Head coach or an assistant coach prior to and after each race to discuss preparations for and analyze their race.
* There will be no scratches from events during the meet without the head coach’s approval.
* The EDGE swim team is a TYR sponsored team and every effort should be made to use TYR equipment for training and competition purposes.
* All EDGE swimmers, when entered in a session, must stay until the completion of that session before leaving the meet. Exceptions: Sunday PM sessions at travel meets (distances of 100 miles away or greater) or advanced approval by Head coach or primary meet coach.

**Trials/Finals Meets and/or Championship Meets:**

All General rules and requirements apply to trials/finals and championship meets All EDGE swimmers who qualify for finals are required to swim. All EDGE swimmers are encouraged to attend the finals session if any of their teammates qualify for finals to support and encourage their teammates.

Penalties/Consequences for Violations. Failure to follow competition policies may result in a swimmer being scratched from a race, multiple races, or the meet with no refunds given.

**Code of Conduct**

The EDGE Swim Club strives for top-notch sportsmanship, team spirit, and performance. The EDGE Swim Club helps achieve this by following the code of conduct of New England and USA Swimming.

**New England Swimming Code of Ethics**

It is expected that:

* Coaches, swimmers, officials, parents and-other spectators will behave in an appropriate sportsmanlike manner at all times and follow all NES rules and policies.
* The swimming community will follow the intent as well as the letter of the rules.
* Acts of unsporting, or unsafe conduct or behavior, will be considered a breach of ethics.
* Coaches, parents, swimmers and officials will know and adhere to the pool and meet safety requirements.

SWIMMERS WILL:

* Not interfere with another swimmers training, warm-up or race.
* Respect each other’s ability and dignity.
* Be respectful to coaches, officials, and other meet/team personnel.
* Give an honest effort in all competitions.

COACHES WILL:

* Strive to set an example of the highest ethical and moral conduct.
* Take an active role in the prevention of drug, alcohol and tobacco abuse.
* Be acquainted with the rules and will not try to gain an advantage by circumvention of the spirit/letter of the rules.
* Not directly or indirectly recruit another team's swimmers unless the coach is first approached by the swimmer or his/her family (an open tryout time is permitted). If a swimmer (or parent) contacts a coach about changing teams, the swimmer should be encouraged to discuss the situation with his/her parents and their current coach.
* Keep membership and certifications current (including all assistant coaches).
* Not offend others by their actions, language or dress.
* Be accurate and honest in registrations, meet entries, and in adhering to warm-up procedures.

OFFICIALS WILL:

* Be knowledgeable about the rules and keep current on any changes.
* Be fair and unbiased in their application of the rule.
* Set an example to the swimmers and coaches by their demeanor.
* Dress appropriately.
* Realize that they are at meets to benefit the swimmers and act accordingly.
* Keep membership current.

CLUBS WILL:

* Not interfere in the internal organization/ affairs of other clubs.
* Encourage coaches to remain until the end of a season, unless dismissal is warranted by a breach of a contract or the ethics code.
* Treat their coaches and swimmers with respect.
* Discharge their administrative obligations to New England Swimming and other clubs in a timely fashion.

Theft, vandalism, unsportsmanlike conduct or any other breach of this ethics code by competitors or non-competitors at the swimming venue will not be tolerated. Individuals or groups whose behavior is distracting to the competition will, at the discretion of the meet committee, be asked to leave the facility.

If any individual or group displays unsportsmanlike behavior repeatedly at USA/NE sanctioned events, they will be subject to the action by the NE Board of Review. Any breach of the ethics code may be subject to a hearing by the NES Board of Review and punishment may be up to and including expulsion from NES.

All EDGE Swim Club parents, swimmers, and coaches are expected to adhere to article 304 of the 2017 USA Swimming Rulebook.

**Penalties/Consequences for Violations**

Failure to follow the New England Swimming and USA Swimming Code of Ethics and Conduct may result in the following penalties and consequences: A warning to the athlete and the athlete’s parent/legal guardian, a dismissal from practice, restrictions/suspensions from team activities, suspension/dismissal from the team.

**Communication**

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

**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.

**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.

**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.

**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.

**Financial & Payment**

The EDGE Swim Club provides access to the finest swimming, fitness, health and wellness resources in Vermont. Including on-site dryland program, physical therapy, a well-maintained pool, and state of the art fitness and studio centers. EDGE Swim Team members are required to adhere to all financial and payment policies. Membership fees are based on training level placement determined by the head coach and the coaching staff.

Our fee structure and financial and payment policies are structured to support our mission and vision of providing the very best competitive swim program in northern Vermont and New England. We welcome all swimmers – younger and older, year-round and multi-sport.

There is one fee option. Monthly – dues are automatically charged to the credit card on file from your online registration on the 1st of each month. In the event that we have a partial month, dues may be prorated.

Payment must be processed and accepted within two weeks of the swimmer’s start date, or that swimmer will be suspended until payment is received. No refunds are given if a swimmer leaves in the middle of the month.

Monthly payments that are declined, and not resolved within 10 days, will result in a $15.00 late fee. Registrations completed after the 1st of the month will have their first monthly installment charged to the credit card on file within 48 hours of the registration. New swimmers joining after ½ way through the month may swim at no charge for that month. Swimmers who wish to join before the middle of the month will be charged the full amount. Moving forward, all payments will be withdrawn on the 1st of each month.

**Meet Fees:**  All meet fees are the responsibility of the EDGE swimmer's parents or guardians. Meet fees will be charged to the credit card on file for each meet your swimmer(s) attend. If your swimmer scratches a session or event for any reason, the meet fees will still be charged as the EDGE Swim Club must pay these up front.

**Travel expenses**: Several meets involve out-of-state travel, some even with flights, with hotel lodging to be expected.

**Training trip expenses**: Throughout the year, the EDGE Swim Club may partake in various in-state and out-of-state training trips.

**Team Apparel**: your team cap and shirt are included! However, there is additional EDGE apparel which members can purchase and have charged to their account. The team store can be accessed on our website

**Drugs and Alcohol**

 We expect our swimmers to abstain from the illegal use of drugs, and alcoholic beverages. The team maintains a safe environment in which swimmers can develop their athletic potential, while growing into mature young adults.

A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, controlled substances, or knowingly remain in the presence of those engaged in such behavior(s).

**Penalties/Consequences for Violations**

All registered EDGE Swim Club members agree to adhere to this drugs and alcohol policy.

If the EDGE Coaching Staff determines that a swimmer has or may have violated this policy the EDGE Coaching Staff will determine the penalty/consequences for the violation. The penalty or consequences for a violation of team policies will be at the discretion of the Coaching Staff. The penalties or consequences may include, but are not limited to one or more of the following:

* Counseling
* Community service
* Chemical dependency risk-assessment
* Restriction from team trips and/or swim meets
* Loss of privileges/Probation
* Suspension
* Dismissal from the team

**Helping Swimmers Is Our Priority**

If a swimmer is concerned about his/her own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach his/her involvement with drugs and alcohol will not be charged with a violation of the team policy because of such disclosure. The swimmer will be referred to substance abuse counseling or treatment at his/her own cost.

EDGE Swim Club recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality is upheld and that the privacy of those involved will be maintained and respected.

**Travel and Team Travel**

**Inclement Weather:** The EDGE swim team may cancel practices or meets due to severe weather. It is always the responsibility of the parent/guardian to make the decision whether to drive or allow their teenagers to drive to a team function when road safety is a question as it is not always possible to get this information out in a timely manner. No attendance penalty will be enacted due to bad weather or a parent/guardians decision.

**USA Swimming Required Policies**

a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach. (305.5C)

**EDGE Swim Club Policies**

a) An athlete may not ride alone in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

 b) There will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms (unless the other athlete is a sibling or spouse of that athlete).

c) Curfews shall be established by the team or LSC staff each day of the trip.

d) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused by the Head Coach.

e) The directions & decisions of coaches/chaperones are final.

f) Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

g) When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.

h) Organized team transportation is only available to athletes age 13 and over.

**Penalties/Consequences for Violations**

Failure by an EDGE Swim Team member to adhere to team travel policies may result in a warning to the member and his parent/legal guardian if applicable. Penalties may also be a suspension from team activities or being sent home from the team travel destination at the athletes expense.

**Action Plan to Address Bullying**

 Bullying of any kind is unacceptable at the EDGE Swim Team and will not be tolerated. The EDGE is committed to providing a safe, caring and friendly community for all our members. If bullying does occur incidents will be dealt with promptly and effectively. Anyone who suspects that bullying is happening is expected to tell a coach or a member of the EDGE staff.

**Objectives**

1. To make it clear that the Club will not tolerate bullying in any form.

2. To define bullying for coaches, parents and swimmers.

3. To make it known that there is a policy and protocol should any bullying issues arise.

4. To make the reporting of bullying clear and understandable.

5. The EDGE Swim Club takes bullying seriously and will use this policy to guide the response.

**What is Bullying?**

The USA Swimming Code of Conduct prohibits bullying. The USA Swimming Code of Conduct defines bullying in 304.3.7.

Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of: I. Causing physical or emotional harm to the other member or damage to the other member’s property; II. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property; III. Creating a hostile environment for the other member at any USA Swimming and EDGE Swim Club activity; IV. Infringing on the rights of the other member at any USA Swimming and EDGE Swim Club activity; or V. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

**Reporting Procedure**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

* Talk to your parents;
* Talk to an EDGE Coach or EDGE Staff member who can then report to a coach.
* Write a letter or email to the Head Coach or the EDGE.
* Make a report to the USA Swimming Safe Sport staff.
* Every effort should be made to bring the complaint as soon as possible.

**How We Handle Bullying**

If bullying is occurring during team‐related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.

2. Separate the kids involved.

3. Make sure everyone is safe.

4. Meet any immediate medical or mental health needs.

5. Stay calm. Reassure the kids involved, including bystanders.

6. Model respectful behavior when we intervene.

 If bullying is occurring at our club or it is reported to be occurring, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

**FINDING OUT WHAT HAPPENED**

**1. First, we get the facts.**

a. Keep all the involved children separate.

b. Get the story from several sources, both adults and kids.

c. Listen without blaming.

d. Don’t call the act “bullying” while you are trying to understand what happened.

e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social or cyber bullying. Collect available information.

**2. Then, we determine if it's bullying.**

There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

a. Review the USA Swimming definition of bullying;

b. To determine if the behavior is bullying or something else, consider the following questions: what is the history between the kids involved? Have there been past conflicts? Is there a power imbalance?

c. Remember that it may not matter “who started it.”

d. Once you have determined if the situation is bullying, support all of the kids involved.

**3. SUPPORTING THE KIDS INVOLVED**

a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.

b. Work together to resolve the situation and protect the bullied child. Discuss the steps that will be taken and how bullying will be addressed going forward.

c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

**4. Address bullying behavior**

a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

c. Work with the child to understand some of the reasons he or she bullied. For example:

1. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
2. Avoid strategies that don’t work or have negative consequences:
3. Follow‐up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

**Locker Room Policy**

The EDGE Swim Club is privileged to have access to the fine facilities of the EDGE Sports and Fitness. With this privilege comes the responsibility to ensure all EDGE members treat the facilities with respect and behave in an appropriate manner. The locker room is a part of the facility that all EDGE community members use every day, and it’s imperative our swim club members are aware and respectful of this fact. It is with this in mind, that we have the following locker room policy.

* EDGE swimmers will refrain from the use of inappropriate language.
* EDGE locker rooms are a no cell phone zone. The use of cell phones or any other recording device while in the locker room is strictly prohibited for the privacy and protection of all swim club and EDGE members.
* EDGE swimmers will use the locker room for getting changed for practice, or from practice, and do so in a quick manner.
* EDGE swimmers will keep their changing space neat and free of clutter and store gear in a manner that does not interfere with other members.
* EDGE swimmers will respect all facility equipment, tools, and hygienic products and use them appropriately.
* EDGE swimmers may use the shower facilities. However, only FOUR (4) shower stalls may be used simultaneously by the swim club to allow space for our other EDGE members.

**Penalties/Consequences for Violations**

* Failure to follow and adhere to our locker room policies may result in the following consequences:
1. A warning to the athlete and the athlete’s parent/legal guardian.
2. Having the privilege and access to the locker room being revoked indefinitely.

**Locker Room Monitoring Policy**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas at all EDGE facilities.

All EDGE locations have locker room spaces that are shared with all EDGE program members. As such, there are likely to be people who are not associated with the EDGE Swim Team in the changing area around the times of practice.

General Monitoring Considerations: Coaches and EDGE staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will attempt to check on the athlete’s whereabouts.

While we do not post staff inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas with women checking on female locker rooms, and men checking on male locker rooms.

**Waivers**

All EDGE swimmers ages 18 and older, or the parent/guardian of minors (swimmers under the age of 18), are required upon completion of their registration to acknowledge and agree to all agreements, waivers, and policies set forth by the program. Our waivers are designed and written for the protection of both the athlete and the EDGE. Safety is a priority on the EDGE, and it is with that in mind that the following waivers are required to be completed by all EDGE participants.

**Medical Release Waiver:** I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the EDGE Swim Club and The EDGE to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge EDGE Swim Club and The EDGE and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in EDGE Swim Club activities, whether damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities. **Initial\_\_\_\_\_\_\_\_\_\_\_\_**

**Liability Waiver:** By registering my child(ren) with the EDGE Swim Club, I agree to participate (or allow my child(ren) and family members to participate) in the EDGE Swim Club, and hereby release EDGE Swim Club and The EDGE, 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 EDGE Swim Club program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or 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 to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the EDGE Swim Club program. **Initial\_\_\_\_\_\_\_\_\_\_\_\_**

**Photo Release:** I give permission for my likeness, or the likeness of my child, to be used for swim team training and advertisements purposes posted by the EDGE, the team's photographer, and other media outlets such as local newspapers in association with their participation on the EDGE Swim Club

 **Initial\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Policies Acknowledgement:** My swimmer(s) and I acknowledge, understand, and will abide by all EDGE Swim Club Team Policies. We are aware that all are available for viewing and reading electronically online. I may also request hard copies of these policies. I acknowledge that it is the responsibility of both the swimmer and parent to be aware of these policies. Team policies can be found under the resources tab on our website at www.edgeswim.com.

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_