



## TEAM POLICIES

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All EDGE swimmers ages 18 and older, or the parent/guardians 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.

**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.

**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**.

**Note:** This is an optional agreement. By not completing this agreement, you're declaring that you do **NOT** give permission and/or that the team must contact you prior for more information.

**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 along with the coaching staff, 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 or our website.



The EDGE Swim Club provides the very best access to the finest swimming, fitness, health and wellness resources in Vermont. With an on-site dryland program, on-site physical therapy, a well-maintained pool, and state of the art fitness and studio centers; no other swim team program provides as much bang for your buck as the EDGE.

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 also aim to provide a structure that welcomes all swimmers - new and old, year-round and multi-sport.

All EDGE Swim Club members are required to adhere to all financial and payment policies.

- The EDGE Swim Club program is broken down into two swimming seasons. The **short course season** and the **long course season**. The **short course season** lasts from late August/early September through March. The **long course season** lasts from late March/early April through early August. The **long course season** in addition also has two **sub-seasons**, summer pre-season, and summer team. The **sub-seasons** are non-USA sanctioned programs.

Refer to the **programs offered** page on the team website, and click on the respective season for which you intend to sign your athlete up. Each of these season pages list the various training levels offered, their schedule, and their fees.

- Membership fees are based on training level placement determined by the head coach and the coaching staff.
- New membership: new EDGE swimmers are welcomed to a two-week trial period, in which the coaching staff assess their abilities and skills. The coaching staff will determine if the athlete is eligible for a training level on the EDGE, and the new swimmer will then be charged accordingly.
- Level advancement: swimmers who advance training levels will be charged the difference in fee of the new level.
- There are **two fee options**.
  1. **Monthly** - dues are automatically charged to the credit card on file from your online registration on the 1st of each month for both Short Course and Long Course seasons.
  2. **One-Time**- one payment for the fee that covers the Summer Pre-season and/or Summer Swim Team is charged to the credit card on file from your online registration within 48-hours of your registration.

#### Online Registration Fee

An online registration fee of \$50.00 is charged for each swimming season you register your athlete to cover credit card processing fees the team incurs.

#### Payment Policies

Payment for **one-time** payments must processed and accepted within two weeks of the swimmer's start date, or that swimmer will be suspended until payment is received. In addition, there will be a 5% increase in fee for every two weeks payment is still not received.

- **No refunds** are given to **one-time** payment members once 25% of the season has been completed (short course: 6 weeks, long course: 5 weeks)



- **No discounts and no pro-rates for one-time payment members unless they are outlined later in the document.**

**Monthly** payments that are declined, and not resolved within 10 days, will result in a \$15.00 late fee

- Registrations completed after the 1<sup>st</sup> of the month with have their first monthly installment charged to the credit card on file within 48 hours of the registration. Moving forward, all payments will be withdrawn on the 1<sup>st</sup> of each month.

#### Discounts and Pro-Rates

- **Officials:** All EDGE parent officials receive a 10% discount from training level fees for the **short course** and **long course** swimming seasons. We are the only program in Vermont that offers this discount.
- **Employee:** All EDGE employees receive a 20% discount from training level fees for the **short course** and **long course** swimming seasons. In addition, employees receive the 20% discount for the Summer Pre-Season and Summer Team swimming sub-seasons.
- **Late Start Pro-Rate:** The EDGE welcomes swimmers until January 1 of the latter year of any given **short course** season, and until June 1 of any given **long course** season.
  - Swimmers will not be charged the full season rate for the training level.
  - **Monthly** payment swimmers will be charged 150% of their first month of participation. Standard monthly charges will follow.
  - **One-Time** payment swimmers will have their one-time fee broken down based on the remaining months left in the season, including a 150% fee of their first month participating on the team.
- **Early Departure Pro-Rate:** EDGE swimmers who choose to not complete the season are subject to the following policies:
  - **Monthly** payment swimmers will be charged 150% of their last/final monthly fee
  - **One-Time** payment swimmers may only utilize this option by making an advanced and written arrangement with the head coach.

#### 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.
- **No-Show Fee:**
  - Swimmers who fail to show up for a race without prior approval from a member of the coaching staff will be charged \$5.00
  - Swimmers who fail to show up for a meet without prior approval from a member of the coaching staff will be charged \$25.00
  - Only severe medical conditions, family emergencies, and hazardous travel conditions will result in the **no-show fee** being waived.

#### Additional Fees

- While the EDGE provides the most inclusive program with the best deal, there are still additional expenses members should be aware of:
  - 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. For a full list of apparel: click on RESOURCES > TEAM STORE from our website.



The EDGE Swim Club recognizes the prevalence of electronic communication and social media in today's world. We also appreciate the ease in which social media and electronic communication can help communicate and relay important information! Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, and that these methods of communication are fun, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

We encourage all members to follow our official team social media pages on Facebook, Instagram, and Twitter for additional program information and fun!

With the intent to keep our communication as abundant, transparent, informative, and accessible as possible, while also creating a professional environment in which coach, athlete, and parent feel comfortable and safe, the EDGE has the following communication policies:

#### **General Content**

All communications between a coach or other adult and an athlete must be professional in nature and for communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection (article 304).

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

**Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

**Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

#### **Social Media**

The following specified social media outlets and policies are strictly enforced and all EDGE Swim Club members are expected to adhere to these policies. These policies are set up to establish the professional environment our team aspires to have, while also providing the framework for a safe environment for both the coach and the athlete. The following social media outlets are the most popular, but all social media outlets and applications follow these same guidelines: Coaches and Athletes are not permitted to follow one another and message one another through social media. E-mail and text are the only acceptable forms of communication regarding team matters, and following the TAP model described previously.



### **Facebook**

Coaches are not permitted to friend athletes on Facebook. Likewise, athletes are not permitted to like coaches on Facebook. Coaches and athletes are not permitted to “direct message” or use the Facebook Messenger App to communicate with each other. The EDGE Swim Club has an official Facebook page that athletes and their parents can “like” for information and updates on team-related matters.

### **Twitter**

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter. The EDGE Swim Club has an official Twitter page that athletes and their parents can “follow” for information and updates on team-related matters.

### **Instagram**

Coaches are not permitted to like athletes on Instagram. Likewise, athletes are not permitted to like coaches on Instagram. Coaches and athletes are not permitted to “direct message” each other through Instagram. The EDGE Swim Club has an official Instagram page that athletes and their parents can “like” for information and updates on team-related matters.

### **Snapchat**

Coaches are not permitted to follow athletes on Snapchat. Likewise, athletes are not permitted to follow coaches on Snapchat. Coaches and athletes are not permitted to “snapchat” each other through Snapchat. The EDGE Swim Club does NOT have an official Snapchat page.

### **Texting**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for communicating information directly related to EDGE Swim Club events, or related to a member’s participation on the EDGE Swim Club.

### **E-Mail**

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

### **Request to Discontinue All Electronic Communications**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

### **Best Practice, Recommendation, and Penalties/Consequences for Violations**

EDGE coaches are encouraged to extend the practice of these policies when relating to athletes of other USA club member teams to uphold a professional and safe image of the EDGE Swim Club.

EDGE coaches aim to serve as mentors, role models, and adult figures in whom all EDGE swimmers feel they can trust. However, EDGE coaches are not guidance counselors and swimmers are encouraged to talk about any personal issues with trained professionals in addition to any confiding they may do with a swim coach. This is a path the swim coach will recommend as well. Any communication between a coach and athlete of an athlete’s personal nature must follow the TAP test. Failure to do so may result in either the dismissal of the athlete or the coach, or both, from the team.



EDGE Swim Club is committed to excellence both in and out of the pool. We expect our swimmers to abstain from the illegal use of drugs, alcoholic beverages and the use of tobacco products. The club maintains a safe environment in which swimmers can develop their athletic potential, while grow into mature young adults. It is with this objective in mind, that the EDGE has adopted the following policies.

- A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, or controlled substances, which tend to bring discredit to the swimmer or the EDGE or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply always.
- A swimmer is prohibited from having, using, or being under the influence of an alcoholic beverage while on the club premises or during a team function.
- A swimmer shall not possess or use a controlled substance on the club premises unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached. A “controlled substance” is any drug for which a prescription is required.
- A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug. “Drug paraphernalia” means any device designed or used for introducing a drug into the body, including, for example, rolling papers, bongs, and crack pipes. “Illegal” drug means any drug which is illegal under the laws of the State of Vermont and any drug or substance which is banned by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency. Illegal drugs include, for example, marijuana, cocaine, and steroids. This prohibition shall apply always.
- If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages, or tobacco, a parent or the legal guardian of the swimmer will be notified.
- A “team function” includes any swim meet, travel trip, event, or activity in which the swimmer participates as a member of the EDGE Swim Club. “EDGE Swim Club premises” includes any facility owned, rented, or used by the EDGE Swim Club for a meet, practice, or any other club-sponsored event or activity.

#### **Penalties/Consequences for Violations**

Upon completion of the online registration, EDGE Swim Club members acknowledge that they have read, are aware of, and agree to adhere to all team policies. Therefore, all registered EDGE Swim Club members agree to adhere to this drugs and alcohol policy. Adherence to the policy and the penalties below are necessary to maintain a good-standing membership on the EDGE Swim Club.

If the EDGE Coaching Staff determines that a swimmer has or may have violated the policies listed above, the EDGE Coaching Staff will determine the penalty/consequences for the violation after consultation with the swimmer’s coach and parent or legal guardian. 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 by the coach or designee
- Community Service
- Restriction from team trips and/or swim meets
- Loss of privileges
- Probation
- Suspension
- Dismissal from the club



In addition to any penalty imposed, a swimmer who is found to have violated a team policy relating to the use or possession of drugs or alcoholic beverages may be required to have an assessment to determine their risk for chemical dependency as a condition for remaining in the club. Upon request, the EDGE will provide a list of assessing agencies from which the swimmer may choose. If a substance abuse problem is identified by an assessing agency, the swimmer must successfully complete the treatment program recommended by the agency as a condition of remaining in the club. Any costs associated with the requirements outlined in this paragraph will be borne by the swimmer and his/her parent(s) or legal guardian.

When the head coach determines a swimmer has violated a team policy that requires a penalty/consequence beyond counseling by the coach or designee, the head coach shall report such violation and the penalty/consequence as soon as possible to the coaching staff, aquatic director, club manager, and the swimmer's parent/legal guardian. In those situations that call for a penalty/consequence beyond counseling by the coach or designee, the head coach shall also create and maintain a written record of the violation and penalty/consequence in each case.

In the event of suspension or dismissal, a swimmer, his parents or legal guardian may appeal the decision with the head coach, aquatic director, and club manager. The swimmer and his parents or legal guardian shall have the right to appear before these EDGE employees to argue against the suspension or dismissal and may have, at their election, an additional person appear with them to represent their interests. The EDGE may affirm, modify, or reverse the action. The suspension or dismissal will be stayed while an appeal is pending.

If a swimmer is suspended from the club, there will be no refund or abatement of dues for the period of suspension. However, the parent or guardian will be liable for the dues incurred up to the effective date of the dismissal.

### **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.



The EDGE Swim Club is respected in both New England and USA Swimming for our top-notch sportsmanship, great team spirit, and excellent performance at all competitions. The EDGE Swim Club will maintain this reputation by following the code of conducts of New England and USA Swimming

### **New England Swimming Code of Ethics**

It is expected that:

1. coaches, swimmers, officials, parents and other spectators will behave in an appropriate sportsmanlike manner at all times and follow all N.E. rules and policies.
2. the swimming community will follow the intent as well as the letter of the 'rules'
3. acts of unsporting, or unsafe conduct or behavior, will be considered a breach of ethical standards
4. coaches, parents, swimmers and officials will know and adhere to pool and meet safety requirements

#### **SWIMMERS WILL:**

1. not interfere, with another swimmers training, warm-up or race
2. respect each other's ability and dignity
3. be respectful to coaches, officials and other meet/team personnel
4. give an honest effort in all competitions

#### **COACHES WILL:**

1. strive to set example of the highest ethical and moral conduct
2. take an active role in the prevention of drug, alcohol and tobacco abuse
3. be acquainted with the rules and will not try to gain an advantage by circumvention of the spirit/letter of the rules
4. 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
5. keep membership and certifications current (including all assistant coaches)
6. not offend others by their actions, language or dress
7. be accurate and honest in registrations, meet entries, and in adhering to warm-up procedures

#### **OFFICIALS WILL:**

1. be knowledgeable about the rules and keep current on any changes
2. be fair and unbiased in their application of the rule
3. set an example to the swimmers and coaches by their demeanor
4. dress appropriately
5. realize that they are at meets to benefit the swimmers and act accordingly
6. keep membership current

#### **CLUBS WILL:**

1. not interfere in the internal organization/ affairs of other clubs
2. encourage coaches to remain until the end of a season, unless dismissal is warranted by a breach of a contract or the ethics code
3. treat their coaches and swimmers with respect
4. discharge their administrative obligations to New England Swimming and other clubs in a timely fashion



**OTHER:**

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.

**USA Swimming Code of Conduct**

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

A link to the USA Swimming Rulebook is provided on our **EDGE Team Policies** page under the **Resources Tab**.

**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 based on the coaching staff's judgment of the severity of the infraction: 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.



The EDGE Swim Club prides itself on providing the best competitive swim training program in northern Vermont and New England. Swimming, more than any other sport, provides its athletes with a structure, a sense of community, and a teaching of life-skills that simply can't be provided in the classroom. With the goal of providing our swimmers with the best technical instruction to succeed in the pool, and of providing our swimmers with skills that lead to a successful life such as: practice, hard work, discipline, punctuality, teamwork, health, wellness, and commitment; the EDGE Swim Club has adopted the following practice policies.

#### Practice Times

- All start, and finish times of a practice are to be strictly followed by all swimmers unless prior permission for a late arrival or early departure is given by the swimmer's coach
- EDGE swimmers will start practice on-time. EDGE swimmers must arrive at a time that gives them ample time to prepare and be ready to start promptly.
  - For example, a Bronze swimmer arriving at 5:00pm is NOT on time. That is when the need to be starting practice.

#### Practice Expectations

- EDGE 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 scheduled practice.
  - Only advanced written notice for partial practice will be considered by The Coaching Staff
  - Partial practices will only be permitted with the approval of The Coaching Staff
- EDGE swimmers must bring their own cap, goggles, and towel to practice. The club is not responsible for providing these items. The aquatics office may have extra caps and goggles for swimmers to use in cases of emergency. Towels will not be provided to EDGE swimmers.
- EDGE swimmers are not permitted to have any electronic or smart device on their person during practice.
  - Devices, such as iwatches, can be kept on a swimmer's person with advanced written notice for cases of emergency only
  - Any coach has full discretion and the ability to make the judgment to take a swimmer's device if they judge it to be a distraction and for its emergency-only use.
- EDGE swimmers will always display respectful behavior to all teammates, coaches, and fellow EDGE parents.
- Behavior rules and expectations for the entire program, and each training level, will be set for and reviewed throughout each swimming season. These can be found on the pool deck and on each training level's description document on the team website.

#### Practice Attendance Requirements

- Practice attendance requirements are set to provide a framework for each swimmer to reach their maximum potential. They are also set to establish a level of organization and structure to the team so that the coaching staff may prepare and execute the best training program possible.
- Practice attendance requirements are different for each training level and are clearly defined on each training level's program description on the team website.
- All training level practice requirements must be met unless an exception is approved by The Coaching Staff.



### Practice Attire

- The EDGE is aware that many swimmers enjoy wearing different caps and suits to practice. EDGE swimmers may wear unique suits and caps at practice with the following exceptions.
  - EDGE swimmers are not permitted to wear a cap or suit of another Vermont club team.
  - EDGE swimmers are not permitted to wear suits or caps in practice that depict any sexual or violent content in any manner

### Practice Behavior/Etiquette

- Each training level may have its own set of additional set of behavior rules and expectations. These will be communicated by the coaching staff early and often throughout the swimming season to athletes and parents.
- Each coach may have his/her own set of additional set of behavior rules and expectations. These will be communicated by the coach early and often throughout the swimming season to athletes and parents.
- “Additional” rules simply add to our existing rules. Any of these “additional” rules do NOT replace the following:
- All EDGE swimmers 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.
- All EDGE swimmers are required to keep their eyes, ears, and head above water when a coach is providing instruction
- All EDGE swimmers are required to maintain eye contact with the coach when he/she is providing instruction
- All EDGE swimmers are required to circle swim throughout the practice when sharing a lane with at least one other teammate.
  - The coaching staff will be responsible for providing education and instruction on circle swimming. The swimmer is responsible for executing.
- All EDGE swimmers are required to leave at least FIVE seconds apart when performing sets. EDGE swimmers will only leave when at least FIVE seconds have elapsed on the pace clock, or when their coach signals them to begin the repetition of the set.

### Additional/Private Coaching

- Seeking personal or private tutelage is a great way to learn at a quicker rate and gain an edge on the competition.
- If a swimmer desires to have personal swim coaching, the following policies must be adhered to.
  - Only a member of the EDGE coaching staff may be utilized. No other club or college coach can be used without the approval of The EDGE Coaching Staff
  - EDGE assistant coaches may be hired for personal coaching at a rate of \$200 for a 4-pack or \$270 for a 6-pack of sessions.
  - The EDGE Head Coach may be hired for personal coaching at a rate of \$225 for a 4-pack or \$300 for a 6-pack of sessions.
  - Each personal session lasts 60-minutes

### Penalties/Consequences for Violations

- Failure to follow practice policies will 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 a dismissal from the team



## EDGE Swim Club Team Policies | Competition Policy

The EDGE Swim Club is a regionally renowned program for competitive excellence. Success of the team at invitational, dual, and championship meets are amongst our highest priorities. With the aim of being the best “swamily”, and a team that achieves performance success at the highest levels, the EDGE Swim Club has adopted the following competition policies.

### General

- All EDGE Swimmers will wear their EDGE Swim Club t-shirt upon arrival and throughout the meet AND/OR other EDGE Swim Club Apparel
  - **No other TEAM apparel or affiliation is to be displayed**
- All EDGE Swimmers will wear the team suit and cap at all meets.
  - **Swimmers ages 10&U in New England Swimming are banned from wearing any/all technical competition suits**
  - Technical competition suits are only permitted on the EDGE at championship meets unless an exception is made by the head coach.
  - Swimmers ages 11-12 are only permitted to wear technical competition suits but are not recommended to by the head coach.
  - Swimmers ages 13-14 are strongly encouraged and recommended to wear technical competition suits.
  - Swimmers ages 15+ are expected and required to wear a technical competition suit at their championship meets.
- All EDGE Swimmers are responsible for knowing their event lineup for the meet
- All EDGE Swimmers are responsible for lining up behind the block for their events
  - 10&U Swimmers may receive assistance from the EDGE coaching staff
- EDGE swimmers ages 11 and older must warm-up immediately before and cool-down immediately after their race
- EDGE swimmers ages 11 and older are required to check-in with their primary training coach prior to and after each race to discuss preparations for and analyze their race
  - If primary coach is not in attendance, swimmers must still check in with one EDGE coach
  - Swimmers ages 10 and younger are encouraged to check in with their coach
- **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)
    - **Advanced notice WITH approval by head coach or primary meet coach**
- There will be no scratches from events during the meet without the head coach's approval. No-show fees from the payment policy will apply.

### 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, no exceptions.
- All EDGE swimmers are required to attend the finals session if ANY of their teammates qualify for finals for support and encouragement for their teammate

### 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.



## EDGE Swim Club Team Policies | Team Travel

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting - new changing areas, locker rooms, workout facilities, automobiles and hotel rooms - is less structured and less familiar.

### Definition

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

### 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) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- b) To ensure the propriety of the athletes and to protect the staff, 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 or instructed by the head coach or his/her designee.
- e) The directions & decisions of coaches/chaperones are final.
- f) Swimmers are expected to remain with the team always 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. EDGE Team Travel is only available to athletes age 13 and over.

### Penalties/Consequences for Violations

- Failure by an EDGE Swim Club 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. The violating member is responsible for finding transportation home.



## EDGE Swim Club Team Policies | TYR Sponsorship

Beginning in 2017, the EDGE Swim Club became a TYR Voucher Team. This entitles our team to significant discounts and packages on many TYR products. In return, the EDGE makes all efforts to use TYR training equipment, race in TYR team suits, race in TYR technical suits, and ear TYR products. The more TYR products the EDGE Swim Club uses, the larger a voucher the team gets to put toward other team equipment that all swimmers and coaches may have the benefit of using.

### Team Page

The EDGE Swim Club's TYR preferred dealer is K&B Sportswear. To access our team page, please follow these instructions:

- Visit our team website
- Click on the K&B logo under the “Friends & Partners” display on the left-hand side of the screen OR click on **EDGE Apparel & Suit** and on the direct link to our team K&B page under both the suit and training gear section
  - The direct link automatically connects you with the page
  - If you wish to access the team page through K&B’s website, by clicking on the Swim Team tab on the home page and then click on the Team Login Page Button. With this method, you must enter the page password, which is case sensitive. The password is: Edge

### Discounts

EDGE swimmers receive a 30% discount from TYR technical competition suits once per calendar year

EDGE national level swimmers receive a 40% discount from TYR technical competition suits, and may be entitled to larger discounts.

Contact the head coach and refer to the **EDGE Apparel & Suit** and our **K&B Team Page** for updated information and instructions on how to take advantage of these discounts.

### Requirements

- As a TYR voucher team, all EDGE swimmers are strongly encouraged to order TYR training equipment. A list of preferred TYR training equipment is on the team’s K&B page.
- EDGE swimmers are required to wear their TYR team suit at all swim meets.
- EDGE swimmers are strongly encouraged to wear TYR technical competition suits at championship meets.

### Eventual Sponsorship

- The EDGE Swim Club intends to transition from a voucher team to a sponsored team. This will result in greater benefits and discounts to our team. This will result in stricter requirements for our team to follow with TYR suits and products.



## EDGE Swim Club Team Policies | Action Plan to Address Bullying

Bullying of any kind is unacceptable at EDGE Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The EDGE is committed to providing a safe, caring and friendly community for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell 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 and give coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the EDGE Swim Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### What is Bullying?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. 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.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the EDGE Coaching staff 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.



## EDGE Swim Club Team Policies | Action Plan to Address Bullying

If bullying is occurring at our club or it is reported to be occurring at our club, 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 bullying or cyber bullying. Collect all 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? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
    - has this happened before? Is the child worried it will happen again?
  - 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.

### ***SUPPORTING THE KIDS INVOLVED***

#### **3. Support the kids who are being bullied**

- 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. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
  - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out.
  - ii. Develop a game plan. Maintain open communication between the Club and parents. 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:
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
  - i. Write a letter apologizing to the athlete who was bullied.
  - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
  - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
  - i. Zero tolerance or "three strikes, you're out" strategies don't work.



## EDGE Swim Club Team Policies | Action Plan to Address Bullying

Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. 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



## EDGE Swim Club Team Policies | Locker Room Policy

The EDGE Swim Club is privileged to have the amazing access to the fine facilities of the EDGE. With this privilege, comes the responsibility to ensure all EDGE members treat the EDGE 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 when in the locker room every day. 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 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
- 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: a warning to the athlete and the athlete's parent/legal guardian and/or 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.

We practice at the The EDGE of Williston at 115 Wellness Dr, Williston, VT

All EDGE locations have locker room spaces that are shared with all EDGE and EDGE program members. As such, there are likely to be people who are not associated with EDGE Swim Club 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 check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. If this is necessary, parents should let the coach know about this in advance.

#### **Policy**

EDGE Swim Club has staggered practices, with different levels arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over the extended course of time. 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. Staff conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.