



## PTAC Code of Conduct and Team Policies

### PTAC CODE OF CONDUCT for Swimmers and Parents

#### **PURPOSE**

It is essential at the Princeton Tigers Aquatics Club for our athletes, parents, and coaches to maintain and encourage a positive swimming environment. We will ensure that everyone is working together to help our swimmers and the entire team have an enjoyable and safe experience while reaching their highest potential. We have created this code of conduct to outline the expectations for everyone at PTAC.

#### **PTAC SWIMMER EXPECTATIONS**

Swimmers on PTAC represent our team at all times, including at workouts, competitions, and in public. Our athletes must always represent the team with hard work, team spirit, respect, and kindness.

- Swimmers will always give their absolute best effort at all team workouts and competitions
- In order to prepare for practices and competitions, our athletes must give themselves every opportunity to perform at their best. This includes eating healthy, getting enough rest, and completing schoolwork as efficiently as possible to ensure high workout attendance. Our older swimmers are also expected to complete makeup workouts, stretching and utilize foam rollers or other types of recovery at home, and complete all required physical therapy
- Swimmers must make every possible effort to arrive at workouts and competitions before they begin to be ready for when they start. Swimmers who are late should work as quickly as possible to join the group. Swimmers must stay to the end of practice, only leaving early when absolutely necessary. In the event that a swimmer must miss part of workout, they will stay as long as possible and miss the minimum amount of practice time.
- If a swimmer is going to be late for competition, they must communicate with their coach. Failure to do so will result in the athlete being removed (scratched) from the meet and they will not be allowed to re-enter.
- It is a swimmers responsibility to discuss with the coaches and then scratch themselves from finals races if they will not be able to compete.
- Swimmers must wear only PTAC apparel at all competitions.

#### **PTAC SWIMMER SAFETY EXPECTATIONS**

- Swimmers will always listen to coaches and pool safety personnel. They will always follow pool safety regulations including (but not limited to) no running on the deck, no glass containers, and no pushing other swimmers into the pool.

- **Always communicate with members of our team and other teams with respect. All athlete communication will be intended to promote each other and the team. There will be no negative or disparaging language directed at another athlete, coach, or parent. This includes verbal communication, electronic communication, as well as physical gestures.**
- **Never cause any physical harm to another swimmer. There will be no hitting or pushing of any kind - for any reason. Swimmers will not partake in rough play or reckless behavior to limit any unintentional injuries.**
- **Swimmers will not engage in unwanted contact of any kind.**
- **Do not touch other swimmers personal items.**
- **Bullying of any kind is unacceptable at Princeton Tigers Aquatics Club and will not be tolerated. There will be more information in the PTAC Anti Bullying Policy**
- Athletes must always treat swimming facilities with respect. Do not vandalize or cause harm to any property. Always throw away garbage in the appropriate place and never leave a mess. We are always responsible for cleaning our space at competitions. Swimmers will pickup any of their own garbage as well as anything left by other teammates to ensure our space is clean.

### **PTAC PARENT EXPECTATIONS**

It is essential that our parents follow a similar set of rules as our swimmers to ensure a positive and safe swimming experience for all of our athletes.

- Parents will be positive role models for swimmers and encourage sportsmanship by showing respect, courtesy, and support for all swimmers, coaches, parents, and officials.
- **Parents will report any violations of the PTAC Code of Conduct and Anti Bullying Policy immediately to the PTAC Coaches.**
- **Parents are expected to regularly monitor their swimmers online networks and communication platforms to ensure they are following the PTAC Code of Conduct.**
- Parents are allowed to observe swimming workouts, but they are required to sit in the upper rows of the bleachers. Parents will not coach their swimmers from the stands, and will not come on the pool deck or interrupt swimming workouts.
- Parents are not allowed on deck at swimming competitions for any reason - unless they are timing or counting for a swimmers distance event.
- Parents will not take pictures or video recordings of the swimmers during workouts, without prior permission from the coaching staff
- Parents will be allowed to take photographs of their swimmers during competition, but must adhere to the policies as laid out in our Photography Guidelines. **DO NOT take photographs of other swimmers without their parental permission.**
- Parents will help the team by completing all required timing assignments. Parents will also expect to help at an entire session each day of our team hosted competitions. Assignments are distributed equally based on each swimmer. Families with more than one swimmer will be required to work sessions for each of their participating child. Please respond to all timing assignments as quickly as possible - we will make every attempt to help parents fulfill their responsibilities

## **PTAC ANTIBULLYING POLICY**

### **PURPOSE**

Bullying is counterproductive to team spirit and can be devastating to a victim. PTAC is committed to providing a safe, caring, and friendly environment for all of 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, board member, or athlete/mentor.

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:

- causing physical or emotional harm to the other member or damage to the other member's property
- placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property
- creating a hostile environment for the other member at any USA Swimming activity
- infringing on the rights of the other member at any USA Swimming activity
- 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 a Club Coach or Safety Coordinator
- Write a letter or email to Club Coach or Safety Coordinator
- 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 appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied
- Tell a trusted adult – your parent, coach, or club board member
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## **PTAC LOCKER ROOM MONITORING POLICY**

### **PURPOSE**

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

### **FACILITIES**

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use: We practice at: Princeton University's DeNunzio and Dillon Pool. Both of these Locations have changing areas that are shared with the general public, and other USA Swimming Club Swimming Teams. As such, there are likely to be people who are not associated with PTAC in the changing area around the time of practice.

The changing facilities available at the DeNunzio pool are not large enough to accommodate the significant number of swimmers who train at the pool everyday during peak hours. We do not recommend that swimmers shower or change at this facility during those times. Instead we recommend that all swimmers wear warm clothing for their travel from the pool and shower/change at home.

### **DECK CHANGING**

Deck changing is strictly forbidden for all PTAC swimmers.

### **MONITORING**

General Policy Considerations Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition - 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. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

### **LOCKER ROOM MONITORING POLICY**

PTAC has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post our coaches and Safety Coordinators inside or at the doors of the locker rooms and changing areas, we will make occasional sweeps of these areas. Our coaches and Safety Coordinators will conduct these sweeps in groups of two, with women checking on female locker rooms, and men checking on male locker rooms.

### **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

## **PTAC ELECTRONIC COMMUNICATION POLICY**

### **PURPOSE**

The Princeton Tigers Aquatics Club recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors. This policy does not cover communication between athletes. For information regarding electronic communication between swimmers, please see the "PTAC Code of Conduct"

### **GENERAL CONTENT**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of 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. 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
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

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.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

### **FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES**

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept

any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

#### **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.

#### **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 the purpose of communicating information directly related to team activities.

#### **EMAIL**

Athletes and coaches may use email to communicate. 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.

### **PTAC TEAM TRAVEL POLICY**

#### **PURPOSE**

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. 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**

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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)

- 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)

### **PTAC REQUIRED POLICIES**

- During team travel, attending team meetings, and other activities, two-deep leadership (whenever possible) and open and observable environments should be maintained.
- 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.
- During overnight team travel, all athletes must be supervised by their parents or legal guardians. Athletes age 13 and Over may stay in the same room, but must be of the same gender and should be a similar age. Written consent must be given by athlete's parents (or legal guardian) to stay with another swimmer. Athletes age 12 & under must room with their parents or legal guardians and are not eligible to stay in a room with another athlete.
- 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 particular athlete).
- 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.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are expected to remain with the team at all times 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.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

### **PTAC PHOTOGRAPHY POLICY**

#### **PURPOSE**

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common- sense procedures are not observed.

#### **PTAC POLICIES**

- The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent
- A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, in the form of the PTAC Photography consent agreement.
- In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the

opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

#### **PHOTOGRAPHY CONSENT**

Princeton Tigers Aquatics Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed.

**PTAC Photography Consent is found on “Agreement #4 – Photography Consent” during the registration procedure**