

STAR TEAM CODE OF CONDUCT: ATHLETES
USA SWIMMING MODEL

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will review STAR Swimming/USA Swimming SafeSport Policy in regards to Electronic Communication athlete responsibilities
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Swimmer's signature

Date

Parent's signature

Date

STAR Team Code of Conduct: Coach
USA Swimming Model

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

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

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

Coach's Signature

Date

Head Coach Signature

Date

Board President Signature

Date

STAR TEAM CODE OF CONDUCT: PARENTS
USA SWIMMING MODEL

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents.

As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- Direct correspondence with coaches or other USA Swim parents must be done in professional manner. I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- Parent in a positive manner and do not use derogatory comments or abusive language.
- I will direct my concerns first to my coach, head coach or a SafeSport supervisor.
- Conflict with infractions of any STAR bylaw, rule, policy, procedure or behavioral misconduct must follow the Process of Conflict Resolution for STAR Swimming.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature

Date

Signature

Date

Bullying Policy for Star Swim Team

PURPOSE

Bullying of any kind is unacceptable at Star Swimming and will not be tolerated. Our club is committed to providing a safe, caring and friendly environment 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, parent or board member.

Objectives of the Club's Bullying and Action Plan:

1. To make clear that the club will not tolerate bullying in any form.
2. To define bullying and give all board members, 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 the protocol of reporting bullying clear and understandable.

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. In accordance with The USA Swimming Code of Conduct, Star defines bullying as the severe or repeated use of physical acts of oral, written, or electronic messages directed to another that, to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property.
2. placing the other member in reasonable fear of harm to himself/herself or of damage of his/her property.
3. creating a hostile environment for the other member at any USA Swimming activity.
4. infringing on the rights of the other member at any USA Swimming activity.

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to talk to his/her parents or talk to a coach or board member in person or via email. 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.

HOW WE HANDLE BULLYING

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

FINDING OUT WHAT HAPPENED

First we will get the facts by getting the story from several sources, beginning with the swimmers. We will collect all the information available. We will listen without blaming and will not label the act until all information is collected and we determine if the situation is bullying.

In order to determine if the act is bullying, we will consider the following: • What is the history between the swimmers involved? • Have there been past conflicts? • Is there a power imbalance? • Has this happened before? Is a child worried it will happen again? • What are the differences in the two sides of the story?

SUPPORTING THE KIDS INVOLVED

If the coaches or leadership decide that bullying is occurring, Star will:

- a. Listen and focus on the child. Learn what's been going on and show we want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child.
- c. Develop a game plan on how bullying will be addressed going forward.

ADDRESSING BULLYING BEHAVIOR

In order to address the bullying behavior, Star will:

- a. Make sure the child knows what the problem behavior is
- b. Show swimmers that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Involve the child who bullied in making amends or repairing the situation.
- d. In the event of a severe bullying incident or repeated bullying offences with the same offender the head coach and/or board will determine if disciplinary consequences should be assigned to the child who bullied. These may include suspension from upcoming practices and/or swim meets or dismissal from the team.

STAR SWIMMING Process of Conflict Resolution

- The board shall have the power to discipline, suspend or terminate membership in the club in accordance with the policies and procedures set forth in the bylaws and/or club policy handbook. It is the expectation that the board will make every effort to resolve any conflict or dispute occurring between members. All conflicts brought to the board will be handled in a timely and confidential manner using due process.
- Any member or members having a complaint against another member for an infraction of any bylaw, rule, policy, procedure, or behavioral misconduct may report in writing as outlined below. The complaint must be filed within 15 days of the incident, infraction or discovery of the alleged violation.
- All complaints will be submitted in writing to the club president and will contain the following information. If the club president has a conflict of interest in the matter, the complaint will be submitted to another club officer.
 1. Name, contact information, USA Swimming membership number and signature of the party/parties filing the complaint.
 2. Name of the party/parties against whom the complaint is brought.
 3. The specific bylaw, rule, policy, procedure, or guideline allegedly violated.
 4. A statement of the facts surrounding the alleged violation. Include all necessary information such as date and time, location, specific facts, witnesses and testimony.
 5. Description of actions taken to attempt to resolve this matter informally.
 6. The desired action or outcome the grievant wishes to be taken to resolve the conflict by the board.
- The club president or club officer who has received the complaint will appoint a review panel of three unbiased people from within the club board or club membership, not related or involved with the alleged incident/infraction. The president or officer will name one of the members of the review panel as chair of the review panel. The review panel will evaluate the complaint and determine what, if any, further action is necessary.

- If accepted, a copy of the complaint will be sent to the person against whom the complaint has been filed. The parties to the matter will be notified in writing of the names of the members of the review panel. In the event any party believes that a member of the review panel has a conflict of interest, an objection to that member shall be submitted in writing to the club president or officer within three days of the notification in writing. The objection will indicate with specificity what is the basis of the conflict of interest. The club president or officer shall determine if the review panel member will be replaced. The decision of the club president or officer is final. The respondent will have 10 days to respond to the complaint in writing. The review panel will send a copy of the response to the person filing the complaint.

- Unless the chair of the review panel determines otherwise, the chair of the review panel will then schedule a meeting with all parties involved within seven days for a full investigation in the matter and come to a decision to resolve the complaint.

- The review panel will report the findings and recommendations to the club board within seven days of the last meeting scheduled in the matter. The decision will be presented to the board who may adopt the recommendation, modify the recommendation, or return the matter to the review panel with directions for further investigation and or for further recommendations by the review panel. Once the decision is adopted or modified by the board, the outcome is considered final and will be communicated in writing to both parties within seven days of the action by the board.

PARENT SIGNATURE

DATE

LOCKER ROOMS AND CHANGING AREAS POLICY

I. Requirement to Use Locker Room or Changing Area

- The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited)

II. Use of Recording Devices

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

III. One-on-One Interactions

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

IV. Monitoring

- The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

V. Legal Guardians in Locker Rooms or Changing Areas

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

Parent Signature

Date

PHOTOGRAPHY POLICY FOR STAR SWIMMING

1. 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 per the attached form.
2. 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, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.
3. 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.
4. 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.
5. 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.
6. Photographs should not be taken in locker-rooms or bathrooms.

Photography Consent Form

STAR SWIMMING 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.

As the parent/caregiver of _____ I allow the following

Take photographs to use on the club’s secure website	Consent given	Consent refused
Take photographs to include with newspaper articles	Consent given	Consent refused
Take photographs to use on club notice boards	Consent given	Consent refused
Video for training purposes only	Consent given	Consent refused

Signed: _____ Dated: _____

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Content

- 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. Applicable Adults are not permitted to accept personal requests on social media platforms from minor athletes.
- 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.

Parent Signature

Date

Athlete Signature

Date

TEAM TRAVEL POLICY

I. Local Travel

- Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
- Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.
- [Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

- Team travel is travel to a competition or other team activity that the organization plans and supervises.
- During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
- When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
- Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
- Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
- Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible).
- Meetings must not be conducted in individual hotel rooms or overnight sleeping location.

Parent Signature

Date