



## Medical Release, Team Waiver Forms, Team Travel Policies

### **I) Swimmer Medical Information & Medical Release**

Medical Release & Travel Release:

In the event of a serious illness or accident and I cannot be reached, I give permission for treatment by authorized appropriate licensed medical care for my swimmer(s).

I authorize the Owners of Cardinal Swim Club, LLC & Alto Swim Club ("Alto"), or their designee to approve any necessary emergency medical treatment for my son / daughter, while he / she is training or traveling with Alto / Cardinal Swim Club, LLC. I also authorize the Owners of Cardinal Swim Club, LLC or their designee to provide the foregoing information to medical personnel for the purpose of providing such medical treatment. I agree to release and hold harmless Alto Swim Club / Cardinal Swim Club, LLC and its coaching staff from any liability arising out of or as a result of the provision or use of the foregoing information and the provision of any emergency medical treatment to my child / children.

I consent to the above named person(s) participating in the Alto Swim Club activities and agree on behalf of said person and the undersigned that we assume the risk of accident or injuries sustained from whatever cause in connection therewith and release Alto and its officers, agents and members from any liability from any such accident or injury.

Furthermore, I agree to use my/minor's personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

### **II) Team Handbook**

All swimmers & parents must read and be familiar with the Alto Swim Club Team Handbook. This Handbook is available online and should be reviewed once at the beginning of the season.

### **III) Anti-Bullying Policy & Action Plan**

Bullying of any kind is unacceptable at Alto Swim Club (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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 notify the coaching staff.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it 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 coaches 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 Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

Bullying is defined in USA Swimming's Code of Conduct section 304.3.7. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

An athlete who feels that he or she has been bullied has 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. f

#### **IV) Photography Release & Waiver**

The Club may take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. As the parent / caregiver, I allow the following:

- Videos for club end-of-season slideshows & club's secure website
- Photography to include with newspaper articles
- Photography to use on club notice boards
- Videos for training purposes

#### **V) Electronic Communication Policy**

The "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.

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.

Communications will be:

Transparent: All electronic communication between coaches and athletes should be transparent.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records.

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.

Social Media: Coaches will not accept any “friend” request from an athlete on any form of social media (Facebook, etc.). In addition, the coach will remind the athlete that this is not permitted. Alto Swim Club has official Facebook, Twitter and Instagram accounts that athletes and parents can “friend” for information and updates on team related matters. Athletes, coaches, and parents are not permitted to post to social media any photos or video of athletes or coaches without knowledge and permission.

Athlete Reminder: Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times. Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.

## **VI) Locker Room Policy**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in bathrooms, locker rooms and changing areas. Alto Swim Club uses multiple practice facilities. Generally, swimmers will be expected to come dressed for practice and to change and shower at home. When there is a changing area, it may be open to the public. As such, there may be people who are not associated with Alto Swim Club in the changing area or bathroom around the time of practice.

Alto Swim Club has staggered practices, with different groups arriving and departing throughout the day. Locker rooms, bathrooms or changing areas are not directly monitored over this extended course of time. The coach staff does a closing “sweep” of each facility at the end of the last practice to make sure that all athletes have been picked up.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during competition or practice 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. 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’s disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand and whenever possible use designated family changing room or single-stall restroom.

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.

## **VII) Inclusion of Minor Transgender Athletes Policy**

A minor transgender athlete member of a Alto Swim Club (the “Club”) will participate in accordance with their gender identity, irrespective of the sex listed on the athlete’s birth certificate or other records and regardless of whether the athlete has undergone any medical procedure. The US Center for Safe Sport and USA Swimming prohibit discrimination against any member or participant on the basis of gender, sexual orientation, and gender expression is prohibited (304.3.3).

At all times, teammates, coaches, and all others should respect the confidentiality of a transgender athlete. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parent or other designee. In all cases, teammates, coaches, and all others should refer to a transgender athlete by the athlete's preferred name. Similarly, in all cases, pronoun references to a transgender athlete should reflect the athlete's gender and pronoun preferences.

## **VII) Liability Release & Indemnification**

I, the undersigned participant and parent, request voluntary participation for my minor to participate in all events, which are hereinafter referred to as the "activities." sponsored by Alto Swim Club, Cardinal Swim Club, LLC, USA Swimming, and its local swimming committees. This agreement is valid while the participant is a member of USA Swimming. I consent to my/minor's participation in the activities and acknowledge that the minor and I fully understand my/minor's participation may involve risk of serious injury or death, including losses which may result not only from my/minor's own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before any activities begin.

### Release – Minor's Rights:

In consideration of allowing Minor Participant to participate in the activities, I hereby release and hold harmless Alto Swim Club, Cardinal Swim Club, LLC, USA Swimming and its local swimming committee and their members of its board of directors, officers, employees, volunteers, other participants, and agents (collectively, the "Released Parties"), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

### Release – Parents'/Guardians' Rights:

In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless the Released Parties, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant's participation in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect. I certify that my/minor is in good health and has no physical condition that would prevent participation in this activity.

### Indemnification By Parent/Guardian:

The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant's participation in the activities. The undersigned also agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Release and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.



## Team Travel Policies

### Section 1 - USA Swimming Policies

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. 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)
4. 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)

### Section 2 - Team Policies

1. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments will be maintained.
2. Athletes should not ride alone in a coach's or chaperone's vehicle unless prior written parental permission is obtained.
3. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Chaperones and / or team managers will ideally stay in nearby rooms.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. To ensure the propriety of the athletes and to protect the staff, athletes are only permitted to enter their own hotel room. They are not permitted to enter the hotel room of any other athlete or coach. An exception will be made for a coach / chaperone supervised "team room" designated at specific times for swimmer meals, socializing or team meetings. The door to any "team room" will remain open at all times.
6. A copy of the Club Code of Conduct must be signed and on file by the athlete and their parent or legal guardian.
7. The team will obtain a signed Liability Release and/or Indemnification Form for each athlete.
8. The team will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
9. Curfews will be established and communicated by the coaches / chaperones each day of the trip.
10. 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 coaching staff.
11. The directions and decisions of coaches / chaperones are final.

12. 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 express permission of the coach or chaperone.
13. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.
14. The coaching staff shall make a written report of travel policy or code of conduct violations to the parent or legal guardian of any affected minor athlete.
15. When traveling in a moving vehicle, athletes and chaperones must wear seat belts and remain seated.

### **Section 3 – Athlete responsibilities**

All athletes travel with the team and are expected to uphold the highest standards of respect for individuals and the team.

1. Be prompt and on time. This includes prompt parent drop-off and pick-up at the airport.
2. Be quiet and respect the rights of teammates and others in the hotel, restaurants, etc.
3. Cell phones and computers may only be used to contact family and / or complete schoolwork assignments.
4. No use of cameras or recording equipment without the knowledge and consent of those being recorded, and only in a manner that would be approved of by the individual & parents of the involved parties.
5. Swimmers must stay in their assigned hotel room unless given specific permission by a coach or chaperone to leave the room (for example, to do group homework in a lobby or hotel computer lab).
6. Swimmers may not order hotel room service or internet without specific permission from the coaching staff.
7. Families are responsible for all incidental charges or hotel damages.
8. Swimmers must follow curfews established by coaches and / or chaperones for “in room” and “lights out”.

### **Section 4 – Team Code of Conduct / Honor Code**

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the outlined stipulations.

1. Team members, parents and staff will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. Team members, parents and staff will be respectful of others’ feelings and personal space. Individuals who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
3. Team members, parents and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
4. The possession or use of alcohol or tobacco products by any athlete is prohibited.
5. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. No “deck changes” are permitted. Athletes are expected to use available change facilities.
7. Swimmers who are present where there is behavior in violation of the code of conduct must remove themselves from the inappropriate activity or they will be considered as participating in such activity.

8. When competing in meets, traveling on trips, and attending other meet-related functions team members and staff are representing both themselves and Alto Swim Club. Behavior must positively reflect the high standards of Alto Swim Club.

### **Consequences for not complying with Code of Conduct & Team Travel Policies**

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

1. Dismissal from the trip and immediate return home at the athlete's expense
2. Disqualification from one or more events, or all events of competition
3. Disqualification from future team travel meets
4. Financial penalties
5. Temporary suspension or permanent dismissal from the team
6. Proceedings for a LSC or USA Swimming Board of Review