**PPST VOLUNTEER COACH POLICY**

Definition: A PPST volunteer coach is any USA swimming certified coach who does not receive compensation or remuneration from the team, and assists the Head Coach as directed. A volunteer coach may be on deck at meets or at practices to assist the Head Coach or the assigned Team Coach. The Volunteer Swim Coach position is responsible for assisting the Head Coach with organizing and supervising the swimmers and the swim program at the assigned location. This may involve conducting practices, warm ups and cool downs at meets, motivating swimmers and once approved by Head Coach instructing swimmers in race strategies.

**Volunteer Coaches must:**

Maintain credentials and background checks with USA Swimming and maintain a copy of certification on file with PPST. Volunteer coaches will not be registered as attached PPST coaches. PPST volunteer coaches must be unattached from all teams when registered with the local or any other LSC.

Follow all USA Swimming Coach guidelines and practices.

Sign and adhere to all required coaching policies of PPST.

Follow the directives of the Head Coach to assist swimmers at meets or, if needed, at practices.

Assists the Head Coach in assessment of a swimmer’s skills, monitors swimmers during competition and practice, and keeps the head coach informed of the athletic performance of swimmers.

Relieves the assigned team coach as requested for breaks, emergencies, or other unforeseen circumstances at meets.

Assists the assigned team coach with supervising athletes during practices and competition, follows established procedures in the event of an injury, models sports-like behavior, and maintains appropriate conduct towards swimmers, coaches, officials, team board members, and spectators. In addition, the volunteer coach will assist the head coach in instructing swimmers regarding the rules, regulations, and equipment use.

Models non-discriminatory practices in all activities.

As requested, attends staff development meetings, clinics and other professional activities to improve coaching performance, and performs any other related duties as assigned by the Head Swimming Coach, or other appropriate team administrator. Volunteer Coaches must be available for all team swimmers at a team meet or practice, not just his or her own son, daughter or other relative. The Volunteer Coach must inform the Head Coach of all meets that will be attended by the Volunteer Coach, including non-scheduled meets.

Upon notification and approval of the Head Coach, the Volunteer Coach may attend non-team assigned meets, and coach PPST swimmers under PPST team attachment. For Head Coach approved meets, the Volunteer Coach must be available for other PPST swimmers who wish to attend these other meets. The Volunteer Coach will inform the Head Coach of the sessions that the Volunteer Coach is available at a meet, if the Volunteer Coach is not available for all sessions. If Head Coach approval is not obtained prior to either a team scheduled or a non-scheduled meet, the Volunteer Coach must register any athlete under their supervision at the meet as unattached to PPST.

If a swimmer related to a Volunteer Coach goes to a USA Swimming or PNS reimbursable event, where the attending coach and related swimmer would be eligible for travel reimbursement and PPST is not sending a Coach, PPST will include the Volunteer Coach as representing the team when signing up for the meet. If PPST is sending a Coach, the Vounteer Coach and swimmer may sign up unattached and PPST will submit required forms requesting reimbursement fees for the unattached swimmer and Volunteer Coach.

Examples of these OME meets include, but not limited to, Futures, Jr. Nationals, and Nationals.

A Volunteer Coach may attend additional meets not attended by PPST at their own discretion. Where this occurs, the Volunteer Coach may accept to coach PPST swimmers who are attending the meet. In the event that PPST requests the Volunteer Coach to cover swimmers in another session not being attended by the Coach, because PPST is unable to send a coach, PPST will reimburse the Volunteer Coach for travel expenses. This may also occur at travel meets including Federal Way meets in the event of an emergency, where the scheduled PPST Coach is unable to attend the meet or the session.

For liability purposes, and to establish when a VC is coaching under the auspices and approval of PPST, or is attending under his or her own coach certification, the VC must register and remain as Unattached with the local or any other LSC. At no time, is a Volunteer Coach to supervise an athlete that is not the coach’s own child, when not on deck. Volunteer coaching is an on-deck activity only.

Volunteer Coaches will be granted up to 4 hours per swim session at team attended meets and any hours related to a request to assist or fill-in for team practices.

**Team Code of Conduct: Coach**

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the 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 the Head Coach and/or the club’s board of directors.

All coaches will support the code of conduct for athletes to establish a consistent expectation for athletes’ behavior, including:

* Respect and show courtesy to teammates and coaches at all times.
* Demonstrate good sportsmanship at all practices and meets.
* Set a good example of behavior and work ethic for all teammates.
* Respect the feelings and personal space of teammates. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
* Attend all team meetings and training sessions, unless excused by a coach.
* Respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
* Refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
* If the swimmer disagrees with an official’s call, the swimmer will talk with the coach and not approach the official directly.
* Obey all of USA Swimming’s rules and codes of conduct.

I understand that if I, as a coach, fail to have swimmers follow this code of conduct, I may be subject to disciplinary action determined by the head coach and the PPST Board of Directors.

All USA Swimming members are required to abide by the Code of Conduct. In addition to that Code, USA Swimming publishes the following Best Practice Guidelines. The Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes. Clubs are encouraged to use the Best Practice Guidelines to develop policies that can be implemented at the local level.

A Volunteer Coach will abide by the following USA Swimming guidelines and the additional guidelines of PPST.

1. Parents should be encouraged to appropriately support their children’s swimming experience. 2. All swimming practices should be open to observation by parents.

3. Two-deep Leadership: Whenever possible, one coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish the Two-deep leadership guideline.

4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.

5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete’s parents (or legal guardian).

6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained. **VOLUNTEER COACHES MAY NOT ALSO ACT AS CHAPERONES FOR ANY MEETS.**

7. 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.

8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 &under, a chaperone and/or team manager is permitted to share a room with two or more athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete’s parents (or legal guardian). **PARENTS ARE RESPONSIBLE FOR TRAVEL WITH A VOLUNTEER COACH. A PPST VOLUNTEER COACH NOT UNDER THE SUPERVISION OF THE HEAD COACH MAY NOT ALSO ACT AS A CHAPERONE FOR TRAVEL MEETS.**

9. 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. **PARENTS ARE RESPONSIBLE FOR TRAVEL WITH A VOLUNTEER COACH. A PPST VOLUNTEER COACH NOT UNDER THE SUPERVISION OF THE HEAD COACH MAY NOT ALSO ACT AS A CHAPERONE FOR TRAVEL MEETS.**

10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.

13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

15. Coaches should not initiate contact with or accept supervisory responsibility for athletes’ outside club programs and activities.

16. Coaches should not engage in sexual intimacies with a former athlete for at least two (2) years after the cessation or termination of professional services. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public’s use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after two (2) years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

 The amount of time that has passed since the coach-athlete relationship terminated;

 The circumstances of termination;

 The athlete’s personal history;

 The athlete’s current mental status;

 The likelihood of adverse impact on the athlete and others; and

 Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.

 Both the athlete and the coach must be 18 years of age or older.

Volunteer Coaches signature certifies complete understanding of requirements listed above. Furthermore, agrees to complete all coaching certifications prior to coaching any PPST swimmer.

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(Print Name of Volunteer Coach) (Signature of Volunteer Coach) (Date)

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(Print Name of PPST Head Coach) (Signature of PPST Head Coach) (Date)