



15622 Country Club Drive
Mill Creek, Washington 98012

WEST COAST AQUATICS HANDBOOK: updated July 2020

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SECTION A: HOW TO USE THIS HANDBOOK

The policies described in this Handbook apply to any individual or group using or entering WEST's facilities, except where indicated. It is important each swimmer and parent/guardian of a swimmer read the WEST Coast Aquatics (WEST or WCA) Handbook in its entirety. Each will be required to follow the guidance provided in the Handbook.

The Handbook is not intended to provide an answer to every question, which may occur, but rather to provide a resource for members, swimmers (their parents/guardians) and guests to assist in communicating WEST's policies and procedures, as well as frequently asked questions.

Please utilize this document as your first point of reference when seeking information regarding the WEST program and policies. We encourage you to discuss any questions or concerns, as well as address any comments, with WEST Management.

SECTION B: INTRODUCTION MISSION & GOALS

Welcome to West Coast Aquatics! WEST is a Coach-run and Board governed 501(c)(3) non-profit corporation with a mission and commitment to promoting health, fitness, water safety, swimming education and healthy competition; what WEST terms "Swimming for Life!" WEST embraces all levels of swimmers, providing each with the best possible resources to progress through all levels of both competitive and non-competitive swimming. WEST prides itself on fostering excellence both in and out of the pool, while instilling life lessons such as dedication, commitment, sportsmanship, community and a strong work ethic.

Mission Statement:

Instilling life lessons through the pursuit of excellence and perseverance in the sport of swimming.

Vision Statement:

Providing a nurturing, yet demanding environment for athletes to develop into strong and successful adults.

WEST's goals are to:

1. Develop basic swimming skills and water safety through swim lesson programs aimed at swimmers of all ages and abilities.
2. Foster an environment where every swimmer is encouraged to improve abilities and perform to their potential.
3. Teach discipline, hard work and goal setting while having fun in a competitive environment.
4. Develop mental, physical and social fitness.
5. Foster high standards of sportsmanship, conduct and integrity.

6. Teach the enjoyment and sense of accomplishment inherent in the sport of competitive swimming.
7. Develop competitive swimmers for USA Swimming competition.
8. Provide the competitive swim program with adequate liaison and representation with the officially recognized state, regional and national swimming associations.
9. Garner parent support for the overall program through volunteering on committees, work events and/or competitions.
10. Own, operate, manage, maintain, and make improvements to a pool and/or pool facility for use by the team.
11. Engage in other non-team related income measures with the guidelines to keep within WEST's goals and the regulations of a non-profit 501(c)(3) organization.

WEST owns and operates its own facility, consisting of a twenty-five (25) yard six (6) lane pool, weight room, swim shop, administrative offices, locker rooms and various related training support environments (see below for more detail). All individuals/groups utilizing WEST's facilities are expected to observe the same respect for and pride in the physical facilities, as well in its surroundings and the position and representation it has in the community, as WCA employees and Program Management do.

WEST programs are designed for all abilities and ages.

Those participating in the swim club will represent WCA in meets sanctioned by USA Swimming and are governed by USA Swimming Rules and Regulations.

WEST IS OPEN TO ALL SWIMMERS AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, NATIONAL ORIGIN, RELIGIOUS BELIEFS, GENDER OR GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITY, PREGNANCY, VETERAN STATUS OR POLITICAL IDEOLOGY. WEST IS, HOWEVER, A PRIVATE ENTITY AND RESERVES THE RIGHT TO REFUSE SERVICE OR REMOVE ANYONE FROM ITS FACILITIES AT ITS SOLE DISCRETION.

SECTION C: GOVERNANCE

WEST is governed by an annually-elected, five-member Board of Directors and is subject to the Bylaws of West Coast Aquatics, which can be found at:

WEST Homepage > About Us > Governance

Current Board of Directors:

President - Nick Chevalier
Secretary - Dan Limberg
Treasurer - Chris Gale
At-Large - Nancy Tien
At-Large - Jeff Chow

SECTION D: AMENITIES

Pool:

6 lanes
25 yards
10' deep at diving end, 3' feet deep at shallow end

Weight Room:

- Free weights
- Cardio machines
- Functional strength equipment

Additional Amenities:

- Pool viewing area & study room
- Small child play area
- Access to City Nature trails
- Swim team partnership with Engineered Sports for dryland programming, nutrition consultation and post workout recovery planning
- On-site taekwondo academy
- Swim Shop

Section E: GENERAL POOL / GYM RULES

1. All persons entering WEST's facility are subject to WEST's Consent to Medical Treatment and WEST's Liability Waiver for Guests of West. (See WEST's Consent to Medical Treatment and Liability Waiver for Guests of WEST)
2. The Gym is open to patrons 16 + or 12 years old and with a guardian present and supervising.
3. Swim and work out at your own risk. No outside coaching allowed on the pool deck or in the Gym. WEST personnel are responsible for enforcing rules and to respond in case of an emergency.
4. Swimmers must be 3 years of age and potty trained to enter pool. For youth 16 and younger parent /guardian must be present and in direct line-of-sight. Parents/guardians are responsible for their youth's behavior while in the facility or on WEST property. Parents must accompany all youth in the pool unless their swimmer is a proficient swimmer and independent in deep water.
5. WEST staff has final authority on all activities at WEST's facilities. All persons entering WEST's facilities must respect and obey instructions from WEST's staff.
6. No swimming alone without supervision.
7. Showers required before swimming.
8. No running on pool deck.
9. No wild play or roughhousing allowed.
10. No food or beverages allowed in the pool.

11. No glass or breakable containers allowed in the pool area.
12. Swimmers must wear approved swim apparel in the pool. (See WEST's Swimwear Policy in Section N).
13. with open sores, rashes, or infectious diseases are not allowed in the pool or locker rooms. (See WEST Allergen and Medication Policy in Section K).
14. Use of alcohol or tobacco products are not allowed on WEST property.
15. Unless expressly authorized by WEST personnel, parents are not allowed in the pool area during practice.
16. Diving is only allowed in designated areas. Use of the blocks is limited to trained racing starts only and under direct supervision of a WEST coach.
17. Guests to WEST's facilities are responsible for removing their own trash.
18. WEST is not responsible for lost or stolen items.
19. WEST reserves the right to deny use to its facilities or eject anyone at any time.

SECTION F: PROGRAMS OFFERED

WEST offers a variety of classes and programs. These programs are designed for different levels of skill and proficiency. Not all classes may be applicable to all participants. WEST wants to ensure swimming is accessible to all regardless of ability to pay and offers financial aid to those who qualify. The financial aid program is need based and eligibility is based on the Everett School District's Free and Reduced Lunch requirements. Requests must be made in writing by completing the West Coast Aquatics Financial Aid application and turned into the WEST office. Requests for financial aid are evaluated on a case-by-case basis, must be accompanied by a completed tax return as proof of income and be approved by the WEST board of directors. Application must be renewed every year in September and received 2 weeks prior to application.

1. Membership / Facility Use -Swim Programs

WEST offers monthly facility use memberships without any commitment or registration fees. A Membership Application must be filled out and turned into the office either in person or via email to office@westswimteam.com. Memberships are valid upon date of registration and include full access to lap/open swim, water aerobics, as well as use of the fitness room. Monthly fees are billed to your debit, VISA, Mastercard, or Discover Card on the 1st of every month. A late fee of \$50 is automatically assessed if payment is not received by the 12th. To cancel membership a written notice must be provided to office@westswimteam.com before the next billing cycle. No refunds will be issued in any circumstance. *Please see general pool / gym rules above for age requirements/restrictions.

Monthly Membership Types:

Single: one adult 18-59 years of age

Senior Single: one adult 60 years of age or over

Senior Couple: one couple, at least one of which is 60 years or over

Household Memberships: every dependent living at the same residence, up to 6 members

Punch Card Membership Types:

For those who do not wish to pay monthly, there are multiple punch card options available that range from \$20 to \$50. All punch card users must sign up for a free membership and have an active account with WEST. Contact office@westswimteam.com to help set-up your account, purchase punch cards and if you have any questions.

Membership and Punch Card Rates are available at: WEST Homepage >About Us> Membership Info

2. Group Swimming Lessons for Children

WEST's Swim Lesson program is open to swimmers 3-12 years old (Note: all children must be fully potty-trained, no diapers of any kind are allowed in the pool). The program is designed to both maximize water safety, as well as establish a distinct advantage should a swimmer choose to continue competitive swimming. With that in mind, WEST swim lesson curriculum has a focus on safety, proficiency and creating the basis for a competitive swimming career. The program is designed to teach and build upon fundamentals including, but not necessarily limited to, stroke, body position, breathing techniques, sportsmanship and consistent terminology.

In addition to the core WEST staff of administrators and instructors, WEST has established a community of swim instructors whom themselves often are products of the WCA swim lesson and competitive swim program. The instructors work together to ensure that each child succeeds. All instructors attend regular in-service trainings to ensure that every instructor is both mentally and physically fit to teach WEST's curriculum.

Swimmers must attend the classes they sign up to take. For safety reasons WEST will not accommodate switching of schedules or makeup lessons.

Classes are organized by skill level and age. WEST offers 5 levels of classes:

- Beginner 1
- Beginner 2
- Intermediate 1
- Intermediate 2
- Advanced

Skill evaluations are normally done on the third week of the session. WEST will provide an evaluation/status “card” at the end of each session indicating what the recommended class for the respective swimmer is for the following session registration. If there are any questions regarding evaluations, please email the lessons manager.

Skill evaluations should be considered a “progress check” for swimmers, so that they can better understand their individual competency level for each skill required for a given level of swimming. Swimmers progress at different rates, strength and swimming skills cannot be rushed and WEST will not progress a swimmer until they meet WEST’s curriculum standards. There is no ‘set’ amount of time it takes for a child to learn a skill. WEST’s curriculum is designed to educate swimmers; therefore there is a substantial amount of information provided for each level of swimming. That information forms the basis for a strong swimming competency and is required to progress through the successive classes. As a supplement to group lessons, WEST offers private lessons for those who feel a swimmer is close to advancing, however they require additional instruction or specific skill set reinforcement and/or if additional time in the water is deemed desirable (additional information regarding private lessons is provided below)

Swimmers should bring the following with them to class:

Swimsuit – WEST recommends girls wear a one-piece swimsuit.

Goggles (not mandatory, but highly recommended). Goggles are helpful when considering vision, as well as comfort when in the water. They are often helpful in creating a sense of calm when putting one’s face or head in water, as well.

Towel – for drying off and staying warm after class.

Swim cap or hair tie (not mandatory, but highly recommended). For swimmers with long hair we recommend the use of a bathing cap. If you choose not to use a swim cap, please tie long hair back to keep it out of the face and limit distractions.

Warm clothes – especially during the colder months.

Lessons Policies

Registration

Please register using our online registration system, in person, or over the phone. Late registrations will be accepted in-person on an individual basis depending on space and instructor availability. All fees are non-refundable.

Class Sizes

All classes have a minimum of 3 swimmers. To maximize our pool time, lane space and the our class sizes are structured as follows:

Beginner 1 & 2: maximum of 4 swimmers

Intermediate 1 & 2: maximum of 5 swimmers

Advanced: maximum of 6 swimmers

If the minimum number of students for a class cannot be filled, the class will be closed or combined with another class of similar level at the Program Manager's discretion.

Multi-Swimmer Family Discount & Financial Aid

Families with 3 or more swimmers will receive a 15% discount per swimmer. Scholarships are available to those who qualify and the criteria is based on Everett School District's Free & Reduced School Lunch Program. Application must be renewed every year in September and by received 2 weeks prior to application.

Refund & Make-Up Policy

No refunds will be issued. We do not offer make-up classes. As with any other children's activity, you are responsible to attend the days you signed up for. We do not offer make-up classes because we run our lesson sessions back-to-back and there is no time for additional classes.

Cancelation Policy

If you cancel your class, you will NOT receive a refund. You will receive a WEST Credit which can then be applied the next time you register. We must receive notice 3 business days prior to the start of the session.

Illness Policy

If your child is sick and misses two (2) consecutive classes, a credit will be issued when a doctor's note is presented. The note must include the dates that the child was not allowed to be in class. No credit will be issued without a note from the doctor.

Credit Policy

WEST Credits will be issued for prolonged illness (see illness policy) and pool closures only. Credits will NOT be issued for scheduling conflicts with other activities or vacations. Credits may be applied toward future swim lessons, both semi-private and private.

Parents On-Deck

Parents and/or guardians must be present at every lesson. Your children and their behavior are your responsibility while they are in the locker rooms and on deck. We strongly encourage parents to watch their child's lesson from our viewing area (the green room). Separating the child from the parents allows the swimmer to form a bond with the instructor, therefore creating a more effective learning atmosphere. We do allow parents to view from the bench on-deck,

however we ask that you refrain from interacting with your child during the lesson.

Locker Rooms/Changing Stalls

Children over the age of 6 and their parents must use their gender appropriate locker room to ensure the comfort and safety of all our patrons. We ask that parents limit their children's time in the locker rooms to 5 minutes, enough time to shower and change their clothes. If your child has trouble limiting their time, there are changing stalls for use at the deep end of the pool. The locker room is not a place to play or hang out.

3. Pre-Competitive Program

In addition to the five levels of swim classes, WEST offers a Pre-Competitive program for children interested in the swim team. Pre-Comp is a monthly program that transitions swimmers from “learn-to-swim” to WEST’s competitive team by refining strokes and developing aerobic conditioning and is open to swimmers 11 and younger.

WEST requires outside swimmers who are interested in Pre-Comp to register for Advanced class; during which the swimmer will be evaluated for Pre-Comp readiness. Those within the WEST group lessons program will be evaluated upon completion of advance level for Pre-Comp or Summer Team readiness.

4. Private Lessons

In addition to group lessons, WEST offers 1-on-1 private and semi-private lessons with its highly trained instructors.

Youth Private Lessons

People choose private lessons for many reasons: one-on-one instruction, intensive skill development, scheduling and comfort, are a few of note. WEST’s swim instructors will provide quality and individual swim instruction for children age fifteen (15) and younger at any skill level.

Youth Private lessons rates/scheduling are available at:

West Homepage > Swim Lessons > Private lessons

Teens / Adult Private Lessons

WEST also offers private lessons for adults and teenagers, age 13 and older with one of our experienced coaches.

Private lessons are scheduled during block times during lap and open swim hours and are either thirty (30) or sixty (60) minutes long. If for any reason you are unable to make your scheduled lesson, or you would like to cancel, please give WEST 24-hour notice. If

24-hour notice is not given prior to your scheduled lesson, you will be responsible for full payment.

Teen / Adult Private lessons rates/scheduling are available at:

West Homepage > Swim Lessons > Adult lessons

5. **Master Swim Team Practices**

Master classes are available to adult swimmers of all levels and are coached by WEST's highly skilled Club Team coaches. Workouts typically range from 2,000-4,000 yards in 60-90 minutes. The Master Classes focuses on proper technique and maximizing time in the water, while providing a social fitness environment for adults.

Registration with US Master Swimming is not required unless you compete in sanctioned meets. Individual swimmers register for meets on their own.

Practice schedule / fees are available at:

West Homepage > More Programs > Masters

6. **SwimFit Conditioning**

WEST offers a swimfit-conditioning program to assist in maintaining skill and endurance, as well as gain a competitive edge between seasons and ensure a better understanding of the sport. The program focuses on refining stroke techniques (on all four of the competitive swimming strokes) as well as race starts and turns.

The program is designed for swimmers between ages twelve (12) and eighteen (18) during the off-season of high school swimming. Swimmers typically enter this group from WEST's Pre-Comp program, their high school swim team, or other competitive teams.

SwimFit Prerequisites :

- Ability to swim 50 yards of freestyle, with proper side breathing.
- Ability to swim 50 yards of backstroke.
- 100 Yards of kick with a board or in streamline position.
- Strong understanding of legal breaststroke kick & swim

Practice Schedule / fees are available at:

West Homepage > More Programs > Swimfit Conditioning

7. **Summer Swim Team**

During summer months, WEST runs a Summer Recreational Swim Team competing in the North Cascade Summer Swim League against other teams from Mukilteo, Marysville, Kirkland, Redmond and Woodinville. Swimmers on the Summer swim team come from a variety of sources including WEST's Pre-Competitive and Swimfit Programs, as well as from our lessons and the local community. Swimmers must be able to complete a twenty-five (25) yard Freestyle and twenty-five (25) yard Backstroke swim, as well as a fifty (50)yard uninterrupted kicking set to participate on the Summer swim team.

Practice Schedule / fees are available at:

West Homepage > More Programs > Summer Team

8. WEST Year-Round Club Swim Team

About the Swim Team

WEST's Swim Team is considered an elite training and competition program. As such, the level of commitment and participation is substantial and increases with each stage of the swimmer's career at WEST. As part of the team, swimmers can take comfort in knowing that they are swimming amongst others committed to the sport the same way they are, and with a team gaining in notoriety.

WEST's swim team has been awarded multiple Bronze Medal Level of Excellence Awards from USA Swimming, listing it as one of the Top 200 programs in the country. WEST's swim team swimmers have competed at Junior Nationals, qualified for Olympic Trials, and have gone on to swim competitively at NCAA Division 1, 2 and 3 Colleges. As an elite swim team, WEST maintains a much smaller team than most of the competitive programs in the northwest region (by half to a quarter); making WEST's performance standing within Pacific Northwest Swimming and recognition Nationally, all the more notable.

WEST has constructed a competitive swim program based upon age and ability. At the coaching staff's discretion, competitive swimmers are placed in a respective team level.

The competitive swim team season runs from the beginning of September to August (approximately 11 months). In addition to training and fee commitments, swim team members are also expected to meet team fundraising and volunteer commitments (described below).

Family in Good Standing

Good Standing refers to being in compliance with the wide range of WEST requirements, both for the swimmer and family. Conduct, attendance, attitude, performance, volunteerism, fundraising, participation all influence a family's standing within the program. Anyone NOT in good standing may be asked to leave the program at any time.

Practice Attendance:

As with all sports, practice is not only a time to build team and camaraderie, but to be given instruction, enhance skills and develop a long-term sound base for skills development. With this in mind, practice is a one of the main cornerstones of the program. During the season, WEST may have single or multiple daily practices. WEST understands that swimmers may need to miss a practice for a variety of reasons, including, but not necessarily limited to, illness, school/family events or other unforeseen circumstances.

Should a swimmer be required to miss practice, the swimmer is expected to communicate the anticipated absence prior to practice, as well as make-up the missed practice by doing an alternative, agreed-upon workout.

Should a swimmer anticipate a multi-day non-illness based absence, extending for more than two (2) days; the swimmer must make arrangements to swim during that time (ex. a family vacation for several days).

Many club teams across the country welcome swimmers from other clubs to train with them. By communicating with your coach ahead of time, the coach can help contact other teams and make arrangements for the swimmer to practice independently during their extended absence.

WEST Participation During High School Swim Season:

WEST realizes many swimmers participate in school swim programs, as well. While WEST is supportive of such endeavors, attendance is mandatory and purposeful. Swimmers are expected to meet all attendance requirements during high school season. WEST will work with swimmers on an individual basis to accommodate their specific situation, within reason. It is imperative swimmers stay on track with the training group at all times throughout the year. Our coaches support high school swimming and will make the necessary adjustments to set the swimmers up for the greatest possible success during the high school season, while keeping them on track with the rest of the training group.

Swim Group requirements and schedules are listed in the registration packet available at:

West Homepage > Club Swim Team

Fee Schedule

Training fees start in September and annual, monthly and quarterly payment options are available. Fees are prorated for new members joining the team mid-season. Membership renewal becomes effective upon being offered a spot & completion of payment for each year's registration fees. The yearly training fee is payable in 1 annual, 4 quarterly, or 11 monthly installments due by the 1st of each month. All registration and training fees shall be due in accordance with the fee schedule outlined in the team registration packet.

Fees are to be paid in advance and are due by the 1st day of each month. Fees become delinquent after the 12th of each month and will be automatically assessed a \$50.00 late fee unless prior arrangements have been made. Accounts delinquent over thirty (30) days shall be denied team privileges, unless prior arrangements have been made. Adult members not fulfilling their financial obligations to the team shall result in their swimmer(s) being denied practice, competition, and award privileges until these obligations are satisfied.

A non-refundable registration fee is due at registration. This fee includes USA Swimming registration, a WEST cap and 3 WEST t-shirts (2 team shirts in the fall, 1 summer shirt). This fee does not include a warm up suit or other required equipment. Registration begins in August for all swimmers and is on a first come, first served basis for swimmers in good standing with the team.

Olympian Clinics

As a special incentive and to foster the commitment to the swim team, WEST works with Olympic swimmers to run bi-annual (twice per year) clinics with the team. This program will include two onsite weekend clinics for swimmers, coaches and parents, as well as virtual sessions for coaches and parents to ask questions and solicit advice. The cost of this program for each WEST team member is to be paid at the time of team registration, and will cover all of the clinics and virtual sessions for the season.

LEAVING THE TEAM MID SEASON

Those needing to quit, take a leave of absence or hiatus from the team during the competitive year must first provide written notice of intent to resign from the WEST team is required a minimum of 2 weeks prior to the withdrawal date. A \$300.00 fee will be billed to your account in addition to the established fees. Training fees will not be prorated within a month. All volunteering, fundraising, and training fee obligations must be satisfied in full prior to resignation.

If medical leave of absence is required, continued payment of training fees is required to hold space on the team

Chart of Swim Team Fees are listed on the registration packet available at:

West Homepage > Club Team

Volunteer / Fundraising Commitment

As a non-profit program, WEST's swim team relies upon the swim team community to subsidize the cost of operations and is considered a volunteer-run program; therefore all families must contribute volunteer hours. Failure to complete the minimum volunteer service requirement will result in a fee of \$20.00 per unfulfilled hour (ex. 10 unfulfilled hours will result in a charge of \$200.00). This charge will be billed to the swimmer's account at the end of the season (August), and must be paid in full before your family will be allowed to re-register for the following season. Families with multiple swimmers are responsible for the number of volunteer hours that corresponds with the swimmer in the highest training group level as listed in the swim team registration packet.

In addition to fees and the volunteer commitment, WEST swim team families are also required to fulfill a fundraising commitment through WEST's SwimA-Thon®. Families with multiple swimmers on the swim team are responsible for the fundraising amount that corresponds with the swimmer in the highest training group level. If money is donated to a specific swimmer in a family, either online by credit card or offline by cash or check, it will count toward the family minimum. If money is donated to the family as a whole, it will go toward the highest-level swimmer or be split equally among all swimmers in the family.

Corporate matching donations will count towards each family's fundraising total, but matching donations for volunteer hours will only count once a family has satisfied its' minimum volunteer requirement. This means that only the hours in excess of the family's minimum will be applied to their fundraising requirements.

Receipt/confirmation of corporate matching must be sent to office@westswimteam.com to be applied.

Any fundraising not related to Swim-A-Thon, garage sales, etc., help out the team and create another source of revenue, but do not apply to the minimum required fundraising for each family.

Chart of Swim Team volunteer and fundraising requirements are listed on the registration packet available at:

West Homepage > Club Team

SECTION G: WEST CODE OF CONDUCT

WEST's Code of Conduct applies to all members and others attending an event or utilizing West Coast Aquatics facilities or grounds. The Code of Conduct is not intended to provide a comprehensive list of all expectations and describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Coast Aquatics Code of Conduct:

1. WEST swimmers, members, guests and staff will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.
2. WEST swimmers, members, guests and staff will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards a swimmer, coach, official or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).
3. WEST swimmers, members, guests and staff will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.
4. WEST swimmers, members, guests and staff will not use alcohol, tobacco, controlled substances or any other substance listed on FINA's recognized list of banned substances.
5. WEST swimmers, members, guests and staff will not commit any act of theft or property damage while on WEST property.
6. WEST swimmers, members, guests and staff will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official or any other person.
7. WEST swimmers, members, guests and staff will be responsible for their equipment and personal possessions and will clear all personal possessions and trash upon leaving WEST.
8. WEST swimmers, members, guests and staff will conduct themselves in an appropriate manner and will abstain from rough housing and horseplay that might result in personal injury to themselves or another.
9. WEST swimmers, members, guests and staff will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy (Section L).
10. WEST Swimmers, family members, and guests will refrain from inappropriate/destructive communication and will follow the procedures set in place by conflict resolution policy should an issue arise.
11. WEST swimmers, members, guests and staff will adhere to WEST's Electronic Communications Policy (Section I).
12. WEST swimmers, members, guests and staff will adhere to WEST's Anti-Bullying Policy (Section J).
13. WEST swimmers, members, guests and staff will not participate in or condone conduct that is in violation of this Code of Conduct.
14. WEST swimmers, members, guests and staff will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.
15. WEST swimmers, members, guests and staff will not commit any act of fraud, deception or dishonesty.

Any swimmers, members or guests utilizing WEST's facilities may be denied membership, placed on probation, suspended or expelled from WEST if such person violates the provisions of

WEST's Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of WEST's Code of Conduct or the USA Swimming Code of Conduct which can be found at

usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/code-of-conduct-expert-2018.pdf.

WEST Dispute Resolution Process:

If a swimmer (parent/guardian) or member feels that he/she is not being treated in accordance with the above expectations, they should ask to address their concerns by scheduling a meeting with:

| Swimmer(Parent/Guardian) | WEST Member |
|--|---|
| <ol style="list-style-type: none">1. The Group Coach;2. The Head Coach; or3. A WEST Board of Directors member. | <ol style="list-style-type: none">1. Office Manager2. Head Coach3. A West Board of Directors member |

If any swimmer or parent/guardian is in violation with the Code of Conduct, discipline will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches and/or Board of Directors
- Further suspension
- Expulsion from the team

Training fees are not refundable due to a misconduct suspension. Discipline decisions will be determined by a three-person committee; appointed by the Board consisting of the Head Coach, a board member and a neutral adult. In the event that the Head Coach is personally involved in a dispute, a second neutral adult member(s) shall be appointed in place of the Head Coach.

Should one be necessary, a committee shall be appointed by the Board, comprising the Head Coach, and a neutral adult member. In the event that the Head Coach is personally involved in a dispute, a neutral adult member(s) shall be appointed. The membership of the committee shall remain the same until there is total resolution of any given problem, but may change for any other non-related disputes.

Reporting

If your concern relates to a violation of West MAAPP, including and not limited to: criminal activity, illegal drug use, inappropriate touching, or physical abuse, please report immediately

to safesport@usaswimming.org. Anonymous reporting can be completed
<https://fs22.formsite.com/usaswimming/form10/index.html>.

If your concern relates to sexual misconduct, sexual harassment or sexually explicit communication through any media, please contact the U.S Center for SafeSport to make a report immediately. You can report your concern online or call 720-524-5640. More information can be found at www.uscenterforsafesport.org.

SECTION G.1 : WEST SWIM TEAM CODE OF CONDUCT

As a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Swim Team Member Code of Conduct Minimum Expectations:

I will not violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

I will not use alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.

I will not commit any act of theft or property damage while on WEST property.

I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person.

I will be responsible for my own equipment and personal possessions on deck and in the locker room and will clear all personal possessions and trash upon leaving.

I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to themselves or another.

I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any other swimmer, coach, participant, or audience member.

I will respect and follow the instructions of WEST coaches and personnel.

I will arrive on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions carefully.

I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will be humble in victory and graceful in defeat.

I will support their teammates and cheer for them when possible.

I will remain in the water after races until all competitors have finished.

I will follow proper lane etiquette and refrain from behavior that will inhibit the progress of others.

I will demonstrate respect for the decisions of coaches and officials.

I will always put forth my best effort.

I will wear designated WEST gear to all meets, including team suit, cap and shirt.

I will adhere to WEST's Anti-Bullying Policy.

I will adhere to USA Swimming's swimsuit regulations.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to my coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that I may be denied membership, placed on probation, suspended or expelled from WEST if I violate WEST Swim Team's Swimmer Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I understand that any alleged violation of this Code of Conduct will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches, and/or Board of Directors
- Further suspension
- Expulsion from the team

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

SECTION G.2 : WEST PARENT AND GUARDIAN CODE OF CONDUCT

As a parent of a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Swim Team Member Code of Conduct Minimum Expectations:

I will not permit my child to violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate or permit my child to discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

I will not use alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances while at WEST's facilities or during any WEST-related activities.

I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.

I will not commit any act of theft or property damage while on WEST property.

I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person while on WEST property.

I will be responsible for my own personal possessions while at WEST's facilities and will clear all personal possessions and trash upon leaving.

I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to myself or any other person.

I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any swimmer, coach, participant, or audience member.

I will respect and follow the instructions of WEST coaches and personnel.

I will assist my child in arriving on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions of WEST personnel while at WEST's facilities.

I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will support my child in being humble in victory and graceful in defeat.

I will support WEST swimmers and cheer for them when possible.

I will demonstrate respect for the decisions of coaches and officials.

I will adhere to WEST's Anti-Bullying Policy and encourage my child to do the same.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to a WEST coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that my child may be denied membership, placed on probation, suspended or expelled from WEST, and that I may be expelled from WEST's facilities if I violate WEST Swim Team's Parent Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

SECTION H: WEST SWIM TEAM TRAVEL POLICY

Purpose: Swimmers are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of swimmer-to-swimmer misconduct. During travel, swimmers are often away from their families and support networks, and the setting is less structured and familiar, including, but not necessarily limited to, new changing areas, locker rooms, workout facilities, automobiles and hotel rooms. The Travel Policy should be considered to be a set of policies and guidelines, but should not be considered to be all-inclusive.

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

Travel Policies

1. All swimmers, parents, coaches and other adults traveling with WEST must read and acknowledge agreement in writing with these policies. (USA Swimming Rulebook 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. (USA Swimming Rulebook 305.5.B)
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer (unless the coach is the parent, guardian, sibling or spouse of that particular swimmer). (USA Swimming Rulebook 305.5.A)
4. When only one swimmer and one coach travel to a competition, the swimmer must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (USA Swimming Rulebook 305.5C)
5. 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.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the swimmer, unless prior parental permission is obtained.
7. During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and should be of a similar age. Where swimmers are age thirteen (13) and over, chaperones and/or team managers will attempt to stay in nearby rooms. When

swimmers are age twelve (12) and under, chaperones and/or team managers may stay with the swimmer. Where chaperones/team managers are staying in a room with the swimmer, they should be the same gender as the athlete and prior written consent should be given by the swimmer's parents (or legal guardian).

8. When only one swimmer and one coach travel to a competition, while at the competition, WEST's coach and swimmer should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. To ensure the propriety of the swimmer and to protect the staff, there will be no male swimmers in female athlete's rooms and no female swimmers in male swimmer's rooms (unless the other swimmer is a sibling or spouse of that particular swimmer).
10. A copy of the Club Code of Conduct, a Liability Release form, and Medical Consent Authorization must be signed by the swimmer and/or his/her parent or legal guardian prior to the travel.
11. WEST's coach, team manager or chaperone should carry a signed Medical Consent Authorization form for each swimmer traveling on the trip.
12. WEST's coach, team manager or chaperone shall establish a curfew for each day of the trip.
13. 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 coach or his/her designee.
14. 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 a chaperone.
15. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Swimmer twelve (12) years of age and under will be accompanied by a chaperone.
16. WEST's coach or his/her designee shall make a written report of travel policy or code of conduct violations to WEST's management and the parent or legal guardian of any affected minor swimmer.
17. As representatives of WEST, WEST's swimmers are expected to be quiet and respect the rights of teammates and others in the hotel, be prompt for all scheduled team functions, use appropriate behavior in public facilities and remain in assigned hotel rooms after curfew.
18. After curfew, swimmers are expected to turn the lights out and refrain from using the television or cell phones.
19. Swimmers and their parents or guardians are responsible for any room service charges or other incidental expenses incurred by the swimmer without permission.
20. Swimmers and their parents or guardians are also responsible for any damage or theft caused by the swimmer.

SECTION I: WEST ELECTRONIC COMMUNICATIONS POLICY

PURPOSE

WEST Coast 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.

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. Communications are only allowed from 8am to 8pm. 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; and
- 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. www.usaswimming.org/protect

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 methods.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches may have a work-only Facebook page, where no personal information is posted and all content is swimming/team related.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER AND INSTAGRAM

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

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes from 8am to 8pm. If the athlete is a minor, another adult must be added to the text in a group chat. Texting only shall be used for the purpose of communicating information directly related to team activities. www.usaswimming.org/protect

EMAIL

Athletes and coaches may use email to communicate from 8am to 8pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

PHONE CALL

Athletes and coaches may have telephone calls to communicate from 8am to 8pm. When communicating with an athlete through the phone, the phone call must be observable and interruptible by another adult.

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.

SECTION J: WEST'S ANTI-BULLYING POLICY

Purpose: Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive and can be devastating to a victim. WEST is committed to providing a safe, caring and friendly environment for everyone. If bullying occurs it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member.

WHAT IS BULLYING?

WEST's policy on bullying is designed to harmonize with WEST's Code of Conduct and the anti-bullying provisions of the USA Swimming Code of Conduct. Generally, USA Swimming's Code of Conduct section 304.3.7 defines bullying as:

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:

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 to 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; or
5. 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

Anyone who feels that he or she has been bullied while at WEST is encouraged to promptly do one or more of the following:

- Talk to your parents;
- Talk to a coach or board member;

- Write a letter or email to a coach or board member.

Every effort should be made to bring the complaint to the attention of WEST as soon as possible to make sure that memories are fresh and behavior can be accurately documented and the bullying behavior can be stopped as soon as possible.

HOW WEST HANDLES BULLYING

If bullying is occurring, it is WEST's goal to STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately.
2. Separate the individuals involved.
3. Make sure everyone is safe.
4. Address any immediate medical or mental health needs.
5. Reestablish the peace through calm, respectful behavior.
6. Investigate the incident.
7. Follow up with an action plan if any improper behavior is found.
8. Communicate the action plan to the individuals involved.
9. Implement the action plan.

SECTION K: WEST ALLERGEN AND MEDICATION POLICY

Although WEST aims to be a safe place for all swimmers, WEST cannot control or be responsible for all potential allergens that may be brought to the facility that have the potential to impact various individuals with various medical conditions. Operating a pool also requires the use of harsh chemicals to keep the facility clean and sanitary, which may also cause reactions (or make existing conditions worse) in some people. **USE OF THE POOL AND FACILITY IS AT YOUR OWN RISK AND PARENTS/GUARDIANS ARE RESPONSIBLE FOR MANAGING THEIR CHILD'S ALLERGIES AND OTHER MEDICAL CONDITIONS.**

Sharing Food or Other Exposure to Allergens

We enjoy it when kids bring food to share on their birthdays and at other special events. If you are planning to share food or drinks with a group, please avoid sharing foods containing known allergens of swimmers in the group. For instance, if you are aware that a member of the group has a specific food allergy, please do not share food containing that allergen with the group. For those who have food or other allergies, please be aware that WEST cannot control every item brought to the facility, so anyone who has a food or other allergy should take appropriate precautions to avoid exposure. These precautions include, but are not limited to, refraining from accepting food from others.

Medications

WEST personnel are not trained to dispense or administer medications. If you or your swimmer require the use of a medication, then you and/or your swimmer are responsible for being trained and ready to use such medication without the involvement of WEST personnel. If a

swimmer is too young or is otherwise unable to administer necessary medications themselves, then it is the parents' or guardians' responsibility to remain at the facility during practice or team events. WEST personnel will NOT administer any medication except as a last-resort response during severe emergencies.

Swimmers should notify their coach of any medical condition that may necessitate the emergency use of an EpiPen or other medication and where it is located during practice.

If WEST notices a skin irritation or other sign of an allergic reaction or other medical condition, WEST reserves the right to remove the swimmer from the pool or take other appropriate action at its discretion.

SECTION L: WEST PHOTOGRAPHY POLICY

A parent or guardian has a right to refuse having their child photographed. 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.

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 swimsuit.
- 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.

West Coast Aquatics 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.

SECTION M: WEST LOCKER ROOM POLICIES

1. Designated locker rooms must be used when a swimmer changes, in whole or in part, into or out of a swimsuit (e.g., deck changing is prohibited).
2. Children over the age of six (6) must use their gender appropriate locker room to ensure the comfort of all our patrons. We have curtained stalls at the end of the pool for children who may need assistance from their parent/guardian.
3. A swimmer's time in the locker room should be limited to the time it takes to shower and change clothes. The locker room is not a place to play or hang out.

4. WEST makes an effort to recognize when a swimmer goes into the locker room during practice or competition, and if they do not return in a timely fashion we will check on the swimmer's whereabouts.
5. WEST discourages parents and guardians from entering the locker room unless it is truly necessary. In those instances, it must only be a same-sex parent. If it is necessary for a parent or guardian to enter a locker room, coaches or staff members should be notified in advance. For instance, if a swimmer needs assistance with his or her swimsuit or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then the parent should let the coach know beforehand that he or she will be helping the swimmer.
6. WEST has staggered practices, with different groups arriving and departing throughout the day. It is therefore impractical to constantly monitor locker rooms over the day. While WEST does not post personnel inside or at the doors of the locker rooms and changing areas, it does make periodic sweeps of the locker rooms and bathrooms. Staff conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.
7. 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. Consistent with USA Swimming Athlete Protection Policies, WEST prohibits the use of such devices in the locker room or other changing area.
8. An adult must not expose his or her breasts, buttocks, groin or genitals to a minor swimmer under any circumstance. An adult must not request an unrelated minor swimmer expose the minor swimmer's breasts, buttocks, groin or genitals under any circumstance.
9. At no time is an adult permitted to be alone with an unrelated minor swimmer in a locker room or changing area, except under emergency circumstances.

SECTION N: WEST'S SWIMWEAR POLICY

WEST's Swimwear Policy is designed to conform to the recommendations of Fédération Internationale de Natation (FINA) and USA Swimming. Consistent with those recommendations WEST prohibits swimwear that offends "good taste and morality" or does not "conform to the current concept of the appropriate." WEST reserves the right to determine, in its sole opinion, whether particular swimwear conforms to these standards. Any person wearing swimwear that violates these standards will be asked to leave the pool immediately. Repeat offenders may be subject to additional action, which may include permanent exclusion from the pool.

With respect to West Swim Team members, technical race suits ("tech suits") should only be worn by swimmers over 10 years old, and then only at: (1) championship meets; (2) select preliminary and final meets; or (3) by direct request of the swimmer's coach.

SECTION O: WEST SWIM TEAM GUIDANCE FOR PARENTS

There is and has always been much discussion on the importance of the Support Triangle structure of parent, athlete and coach. Each plays a critical role in the development of the swimmer. Swimming is a very demanding sport but through the hard work and perseverance,

invaluable lessons are instilled. WEST strives for the swimmer's long-term success and our goal is they continue swimming past high school. With such long swimming careers ahead of them, each part of the triangle plays an important part in determining how the swimmer develops, not just as an athlete.

It is crucial we all work together and keep in mind several general rules of thumb:

1. Swimming is a sport and sports are supposed to be fun.
2. Each part of the Support Triangle plays a specific role. By each maximizing our specific roles and working together, we maximize the potential for the swimmer.
 - a. Swimmer: always put forth best effort and strive for perfect attendance.
 - b. Coaches: provide training and council on demands of the sport of swimming.
 - c. Parents: provide consistency, love and unconditional support for your athlete.
3. Nutrition – as a parent, you primarily influence your child's diet. They exercise a lot and will need to eat a lot, but we want to maximize performance and development, so it is important they are getting what they need.
 - a. Avoid supplements – get what you need from real food first
 - b. Take a multi-vitamin (+maybe vitamin D in the winter) – soil nutrient levels aren't what they used to be and the demand on the athlete's body requires adequate vitamins and minerals.
 - c. Water, water, water – we don't really need to drink anything else. Hydration plays a major role in performance and recovery.
 - d. "Shop the Perimeter" – it has been said that everything essential for your body to survive can be found on the perimeter of the grocery store: Veggies, Protein, Grains, and Dairy.
 - e. "Eat a Rainbow" – try to have a variety of colors of vegetables with every meal. You can't eat enough veggies.
4. Rest – growing bodies need extra rest already, and with training, it becomes that much more important. 6-8 hours per night minimum.
5. No Pressure – anyone that spends as much time with his or her face in the water, as these swimmers do, learns to take it pretty seriously. Swimmers should already put pressure on themselves to perform. As Coaches, we need to be able to also put pressure on the athlete to perform. However, the Support Triangle will crack if it is getting pressure from all sides. It has been regularly noted, and through my own experience swimming and the people I swam with, the ones that made it the farthest in the sport had parents that we most "Hands-Off" and did not put any additional pressure on them to succeed.
6. Show the swimmer that you support them – Being "Hands-Off" doesn't mean not to get involved with your child's swimming. They need to know that you support their hard work and dedication to the sport and that you care about them.
 - a. Volunteer & Stay Connected – help out at meets, meet and interact with other swim parents. WEST isn't just a swim team, it's a swimming community.
 - b. Provide transportation – we understand that our busy practice schedule and attendance expectations also put heavy demands on parents. We strongly encourage more carpooling.

- c. Keep them happy – although we all go through ups and downs, overall, kids should be happy. If they aren't please speak with their respective coaches so we can work on a solution.
7. Family, School, Swimming – whenever facing hard decisions, remember the order of priorities.

The most important job as a parent is to SUPPORT:

- Support ALL WEST swimmers, yours and others.
- Support your age group and level.
- Support the coaches.
- Support other parents.
- Support positive communication.
- Support ALL WEST hosted meets as a volunteer.
- Support WEST and PNS / USA Swimming at all meets.
- Support ALL WEST fundraising opportunities.

and for your swimmer...

- Keep them fed, clothed and healthy.
- Bring them to practice.

SECTION P: WEST COACHES' EXPECTATIONS

Our goal is for each individual swimmer to reach his or her full potential not only as an athlete, but as a well-rounded person, as well. Although we strive to maximize performance in the water, our main goal is to help our athletes grow and develop into highly successful young adults consistent with the WEST core values of *Honesty & Integrity, Sportsmanship, Respect, Hard Work and Pride.*

General Expectations

- Be on-time - "Early" is on-time "On-Time" is late.
- Don't coach your child.
 - Recent studies have shown that for many athletes, their least favorite aspect of sports was "the ride home" and the pressure put on them by their parents.

- o It confuses the child. As coaches, we give them critical feedback and focal points for improvement. We understand how challenging these items are and we demand the highest possible level of quality. We typically prioritize a few items to focus on and reinforce those items until they are mastered.
- o It puts additional stress and pressure on the swimmer, often times reducing the amount of fun they have, which often leads to burnout and self-confidence issues.

Practice Expectations

- Follow coach instructions at all times, don't interrupt or talk when coaches are speaking and ask questions when it is not disruptive to the rest of the group.
- Swimmers must be picked up within 20 minutes of practice ending.
- Bring required training equipment to each practice.
- Always watch the pace clock and leave on the correct interval between swimmers.

Meet Expectations

- Warm-up during designated warm-up times, regardless of what time individual events are scheduled to happen. Swimmers are expected to be warm-up with the team and be at the meet to support the team effort.
- Swimmers are to sit with the team during the meet, not in the stands with parents.

The WEST Code of Conduct is designed to maximize positive experiences for all WEST swimmers and ensure WEST is providing a fun, safe, and positive learning environment. Team members will refrain from any illegal or inappropriate behavior that is not consistent with WEST's Code of Conduct. All members, including parents must follow the Code of Conduct as listed in Section G.

SECTION Q: WEST'S MINOR ATHLETE ABUSE PROTECTION POLICY (MAAPP)

USA Swimming adopted a Minor Athlete Abuse Protection Policy (MAAPP) on April 29, 2019. All USA Swimming member clubs, including WEST, are required to implement the MAAPP in full by June 23, 2019. WEST has not only adopted the MAAPP as a stand-alone policy, but the individual provisions of the MAAPP are consistent with and have been incorporated into WEST's other written policies, including but not limited to WEST's Swim Team Code of Conduct, WEST Swim Team Travel Policy, WEST Swim Team Electronic Communications Policy, WEST Photography and Videography Policy, and WEST Locker Room Policies. WEST takes protection of minor athletes seriously, and WEST's policies are at least as protective, if not more protective of minors, than the MAAPP adopted by USA SWIMMING.

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members;
- WEST athlete members over 18 years old;
- Participating non-members, including but not limited to:
 - meet marshals,
 - meet computer operators,

- timers,
- chaperones,
- parent or other adult volunteers;
- LSC and club adult staff and board members;
- Junior coaches under the age of 18; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

The term “Applicable Adult” refers collectively to all of the above.

GENERAL REQUIREMENT

USA Swimming requires WEST to implement this Minor Athlete Abuse Prevention Policy in full. Each athlete, parent, coach, and other Applicable Adult must review and agree to WEST’s Minor Athlete Abuse Prevention Policy annually. WEST will retain the signed WEST’s Minor Athlete Abuse Prevention Policy executed by such individuals.

POLICIES

ONE-ON-ONE INTERACTIONS

Observable and Interruptible. One-on-one interactions (including a telephone call) between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at a distance from another adult that is close enough so that the other adult can both observe the interaction and interrupt the interaction if necessary. The only exception is that an Applicable Adult can have a one-on-one interaction with a minor athlete without it being observable and interruptible in an emergency or with a Mental Health Care Professional and/or Health Care Provider in accordance with the policies below.

An interaction is “observable and interruptible” so long as the interaction takes place in such a way that another adult can see all the interactions that are happening and can interrupt the interaction by either a physical or vocal interruption if the other adult observes a questionable behavior in the moment that it is occurring.

An example of an “emergency” as used in this section includes a situation where an adult at the facility experiences a medical emergency leaving an Applicable Adult and a minor athlete without another adult in an observable and interruptible distance.

MEETINGS

1. As discussed above, meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed at an interruptible distance from the adult, except under emergency circumstances or as described below.
2. If a one-on-one meeting takes place in a room, the door to the room must remain unlocked and open. If available, it must occur in a room that has

windows, with the windows, blinds, and/or curtains remaining open during the meeting.

3. Meetings must not be conducted in an Applicable Adult or minor athlete's hotel room or other overnight lodging location during team travel.

Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation in a WEST event, including at a practice or competition site, a closed-door meeting may be permitted to protect patient privacy provided that:

1. The door remains unlocked;
2. Another adult is present at the facility;
3. The other adult is advised that a closed-door meeting is occurring; and
4. The minor athlete's legal guardian gives signed written consent in advance to the meeting(s) with the Mental Health Care Professional and/or Health Care Provider, with a copy of the signed, written consent provided to WEST.

Individual Training Sessions

An Applicable Adult and a minor athlete may conduct individual training sessions outside of the regular course of training and practice so long as another adult is present at the facility, the training session is observable and interruptible by the other adult, and the minor athlete's legal guardian is permitted to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

Open and Transparent

Absent an emergency, if an Applicable Adult with authority over a minor athlete needs to communicate directly with the minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied.

If a minor athlete initiates a private communication to an Applicable Adult (with authority over the minor athlete), the Applicable Adult must copy the minor athlete's legal guardian on any response to the minor athlete.

If an Applicable Adult with authority over minor athletes communicates to more than one minor athlete, the Applicable Adult must copy another adult on the communication.

Requests to Discontinue

WEST will honor any written request by a minor athlete's legal guardian that their minor athlete not be contacted through any form of electronic communication by WEST.

Similarly, Applicable Adults subject to this policy must honor a written request by a minor athlete's legal guardian that their minor athlete not be contacted through any form of electronic communication including social media posts.

Hours

Unless there is an emergency, electronic communications to minor athletes (including telephone calls, emails, or social media posts) may not be sent outside of the hours of 8:00 a.m. to 8:00 p.m. An example of an emergency necessitating a communication outside of the permitted times would be a communication to notify the team that early morning practice is cancelled at the last minute; however, the communication must relate to the emergency necessitating the communication.

Prohibited Electronic Communication

An Applicable Adult with authority over an unrelated minor athlete may not maintain a private social media connection with the minor athlete.

An Applicable Adult is not permitted to accept a new personal page request from an unrelated minor athlete on any social media platform.

An Applicable Adult with authority over an unrelated minor athlete must not send private, instant or direct messages to the minor athlete through social media platforms. If the Applicable Adult has a "non-private" electronic communication with a minor athlete, the legal guardian or another adult must be copied on the electronic communication in compliance with these policies.

To the extent an Applicable Adult currently has an existing social media connection with an unrelated minor athlete, the Applicable Adult must terminate and discontinue the social media connection.

So long as it does not violate any of the other restrictions in WEST's policies, a minor athlete may "friend" or "follow" WEST on its official social media pages.

TRAVEL

Local Travel

Local travel consists of travel to training, practice and competitions that occurs locally and does not include coordinated overnight stay(s). Unless agreed to in writing by a minor athlete's legal guardian, an Applicable Adult must not ride alone in a vehicle with an unrelated minor athlete, absent an emergency.

In any situation where the legal guardian of a athlete is driving their own athlete and unrelated minor athletes in any shared or carpool travel arrangement, the legal guardian must pick up their minor athlete first and drop off their minor athlete last.

Team Travel

Team travel is travel to a competition or other team activity that WEST plans and supervises. At least two Applicable Adults must be present during room checks and an

“observable and interruptible” (described above) environment must be maintained. Prior written permission from a minor athlete’s legal guardian must be obtained if only one Applicable Adult and one minor athlete travel together alone to a competition.

Team Managers and Chaperones who travel with WEST must be USA Swimming members in good standing.

Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location (Air BnB, VRBO, camper, trailer, etc.) with an unrelated minor 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 advance written permission for the sharing arrangement.

Meetings held 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). In any case, meetings must not be conducted in an individual’s hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

Requirement to Use Locker Room or Changing Area

Whenever an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit, they must use the applicable designated locker room or changing area. Changing on the swim deck is prohibited.

Use of Recording Devices

Use of any device’s (including a cell phone’s) capable of recording (including voice recording, still cameras, and video cameras) is prohibited in locker rooms, changing areas, or similar spaces.

Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. Similarly, an Applicable Adult must not request that an unrelated minor athlete expose the minor athlete’s breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance. Except for athletes on the same team or athletes attending the same competition, at no time are Applicable Adults permitted to be alone with an unrelated minor athlete in a locker room or changing area, except under an emergency.

WEST regularly and randomly monitors the use of locker rooms and changing areas to ensure compliance with this Policy. WEST randomly uses all of the following

means of monitoring locker rooms and changing areas: a) conducting sweeps of the locker rooms and changing areas before and after use by athletes; 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 d) making periodic and random sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Additionally, WEST makes every effort to recognize when a minor athlete goes to the locker room or changing area during practice and competition. If WEST notices that a minor athlete has not returned in a timely fashion, WEST will check on the minor athlete's whereabouts.

Legal guardians are discouraged from entering locker rooms and changing areas. A legal guardian may only enter a locker room or changing area if they are the same sex as the athlete and the legal guardian has provided advance notice to a coach or another WEST staff member.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

As used in these policies, the term "Massage" means any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Although WEST recognizes the benefits of Massage for athletes, WEST does not endorse any particular Massage procedure or Massage provider. To the extent that any athlete or their legal guardian decide to employ Massage in connection with the athlete's activities at WEST, such Massage must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional.

A legal guardian of a minor athlete must be provided to WEST prior to any Massage of such Minor Athlete by a licensed massage therapist or other certified professional in connection with the minor athlete's activities at WEST.

To the extent a licensed massage therapist or other certified professional provides Massage services to a minor athlete in connection with the minor athlete's activities at WEST, the minor athlete's legal guardian must be allowed to observe the Massage and at least one other adult present in the room at all times during the Massage the room.

Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan. WEST coaches and other Applicable Adults affiliated with WEST may not perform a Massage on an athlete under any circumstance.

SECTION R: WEST HANDBOOK ACKNOWLEDGEMENT FORM

This form must be signed and returned to the front office to complete the registration of your account. All participants of all WEST programs must acknowledge this handbook. Please complete the section below and return to the office. In some cases, electronic acknowledgment of this document may be included in the online registration process.

By signing below I acknowledge and agree that I have read, understand, and agree to be bound by the policies set forth in the WEST Handbook.

Signed this ____ day of _____, 20__.

By: _____

Print Name: _____

To the extent the signing person is signing in the capacity as the parent or guardian of a minor athlete, the minor athlete's name is listed below:

Athlete Name: _____

Training Group or Program: _____

SECTION S: APPENDIX – FORMS

Individual forms can be found on the following pages. In some cases, the information on these forms may be read and acknowledged digitally during the registration process.

(Intentionally Blank. See Next Page)

CONSENT TO MEDICAL TREATMENT – FORM 1

This is to certify that on as of the date indicated below, I _____, as parent or guardian of _____ (minor swimmer), or for myself as an adult swimmer, give my consent to WEST Coast Aquatics and its medical representatives to obtain medical care from any licensed physician, hospital, clinic, or other licensed medical provider for the above referenced swimmer, for any injury that could arise from use of WEST’s facilities.

I hereby waive, release and forever discharge **WEST Coast Aquatics** from all rights and claims for damages, injury, loss to person or property which may be sustained or occur as a result of the aforementioned medical care, whether or not damages or loss is due to negligence.

I further agree to be and remain financially responsible for the cost of any such medical treatment.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: _____
Policy Number: _____
Primary Policy Holder: _____

Parent/Guardian/Adult Signature: _____ Date: _____

EMERGENCY CONTACT:

In case of emergency contact: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Primary Care Physician: _____ Phone: _____
Hospital of Choice: _____

MEDICAL HISTORY (Optional): If the answer to any of the following is yes, please describe the problem and any implications for obtaining treatment.

- Head Injury (concussion, skull fracture) Allergies Asthma High Blood Pressure
- Fainting Spells Convulsions/Epilepsy Neck or Back Injury Kidney Problems

Heart Problems Diabetes Other _____

Describe: _____

What medications is the swimmer currently taking: _____

LIABILITY WAIVER FOR GUESTS OF WEST – FORM 2
ACKNOWLEDGEMENT AND RELEASE OF LIABILITY

I acknowledge that my entry and use of the facilities of WEST Coast Aquatics and/or my involvement with the WEST Coast Aquatics Swim Team is expressly conditioned on my agreement to each of the terms of this Liability Waiver for Guests of West. I acknowledge and agree as follows:

1. I hereby understand that there is an inherent risk of injury or illness, up to and including death, from participation in any physical exercise, sport, wellness, and/or recreational activity including swimming. I also understand and acknowledge that the physical activities at WEST Coast Aquatics may expose participants including me or my minor child to many inherent risks including accidents, injury, illness, or even death. The participation in and at WEST Coast Aquatics is a voluntary activity in all respects and I assume all risks of injury and illness that may result from such participation by my minor child or me. This includes individual use of the facility or any sponsored group activities.
2. I do hereby fully release and discharge WEST Coast Aquatics, its owners, agents, management, employees, and those whose facilities are being used for activities sponsored by WEST Coast Aquatics (collectively the “Released Parties”) from any and all liability, claims, and causes of action from injuries or illness (including death), damages or loss which I or my minor child may have on account of participation in all activities involving WEST Coast Aquatics and/or its facility. This is a complete and irrevocable release and waiver of liability. Specifically and without limitation, I hereby release the Released Parties from any liability, claim, or cause of action arising out of the Released Parties’ negligence. I covenant not to sue the Released Parties for any alleged liabilities, claims, or causes of action released hereunder.
3. I further agree to indemnify and hold harmless and defend the Released Parties from any and all claims resulting from injuries or illness (including death), damages of loss, including, but not limited to, attorneys’ fees, sustained by me arising out of, connected with, or in any way associated with, WEST Coast Aquatics.
4. I have been advised by WEST Coast Aquatics to consult with a physician before I or my minor child undertake any physical activity at WEST Coast Aquatics. I certify that I or my minor child are in good health and sufficient physical condition to properly participate in the

activities of WEST Coast Aquatics; that I and my minor child will follow the rules and policies of WEST Coast Aquatics; and that I and my minor child will follow the directions of WEST Coast Aquatics' staff.

5. The Released Parties are not responsible for any loss or theft of personal property brought or left at WEST Coast Aquatics and I release the Released Parties for any such loss or theft by me or my minor child.
6. I expressly agree that this release is intended to be as broad and inclusive as permitted under Washington law and that if a portion is held invalid, the remaining shall remain in full force and effect.
7. I have read and fully understand this Liability Waiver for Guests of WEST. This document is binding upon me, my minor child, heirs and anyone else entitled to action on my behalf or on behalf of my minor child.

Signed: _____ Printed Name: _____

Date: _____

Address: _____

Email: _____

Phone: _____

I represent that I have legal capacity and authority to act on behalf of the minor child named herein.

Parent/Guardian Signature: _____ Parent/Guardian of:

WEST CONSENT TO TRAVEL – Form 3

I, _____ (parent's/legal and lawful guardian's name) certify that I am the legal guardian of _____ (swimmer's name) and give my consent for them to travel with the WEST Swim Team to _____ (City, State, Country) to attend the _____ (name of meet/event) on these dates: _____.

I further acknowledge that I have read WEST Coast Aquatics' Swim Team Travel Policy and consent on behalf of myself and my minor child to abide by its provisions.

Transportation will be provided by:

| Name: | Parent/Coach |
|-------|--------------|
| | |
| | |
| | |

I give my consent to the above-mentioned chaperones to administer or seek medical attention as needed in the event of an emergency.

In case of emergency, please contact the following person(s):

1st Contact Name: _____ Relation: _____

Contact Phone Number: _____

2nd Contact Name: _____ Relation: _____

Contact Phone Number: _____

Please include below any health, medical or other concerns that we should be aware of:

WEST CONSENT TO TRAVEL – Form 3. Page 2 (continued from Page 1)

I, _____ (swimmer’s name) acknowledge that I will be representing WEST Coast Aquatics Swim Team at the following travel trip or meet: _____ (name of meet/event).

I understand that my behavior while on this trip will be a direct reflection of not only myself and family, but my team and community as well. That being said, I agree to the following (initial each):

_____ I agree to adhere to the WEST Code of Conduct and WEST Swim Team Travel Policy at all times.

_____ I agree to follow all Coach and Parent Chaperone instructions at all times.

_____ I understand there will be room checks at the end of each day and will be in my designated room at that time.

_____ I understand that at “Lights Out” time, TV and all lights will be turned off, cell phones, tablets and computers will also be put away and I will be quiet.

_____ I understand that my parents and I will be financially responsible for any damage I perform or costs (including room service fees) that I incur.

_____ I understand that while on the Team Travel Trip, disciplinary action will be taken more seriously than normal. There will only be one warning and any second offence will result in immediate disciplinary action including and not limited to:

- scratched from the meet
- immediately sent home via plane flight (at parent’s expense)
- suspension and/or expulsion from the team

I, _____ (parent’s name) have read and understand the WEST Swim Team Code of Conduct and WEST Swim Team Travel Policy. I agree that my

swimmer, _____ (swimmer's name) will represent WEST to the best of his or her abilities and will abide by the WEST Swim Team Code of Conduct and addition requirements listed above.

Swimmer
Signature: _____ Date: _____

Parent
Signature: _____ Date: _____

WEST SWIM TEAM SWIMMER CODE OF CONDUCT – Form 4

As a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Swim Team Member Code of Conduct Minimum Expectations:

I will not violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

- I will not use alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.
- I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.
- I will not commit any act of theft or property damage while on WEST property.
- I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person.
- I will be responsible for my own equipment and personal possessions on deck and in the locker room and will clear all personal possessions and trash upon leaving.
- I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to themselves or another.
- I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any other swimmer, coach, participant, or audience member.
- I will respect and follow the instructions of WEST coaches and personnel.
- I will arrive on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions carefully.
- I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy.
- I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.
- I will adhere to WEST's Electronic Communications Policy.
- I will be humble in victory and graceful in defeat.
- I will support their teammates and cheer for them when possible.
- I will remain in the water after races until all competitors have finished.

I will follow proper lane etiquette and refrain from behavior that will inhibit the progress of others.

I will demonstrate respect for the decisions of coaches and officials.

I will always put forth my best effort.

I will wear designated WEST gear to all meets, including team suit, cap and shirt.

I will adhere to WEST's Anti-Bullying Policy.

I will adhere to USA Swimming's swimsuit regulations.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to my coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that I may be denied membership, placed on probation, suspended or expelled from WEST if I violate WEST Swim Team's Swimmer Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I understand that any alleged violation of this Code of Conduct will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches, and/or Board of Directors
- Further suspension
- Expulsion from the team

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

Swimmer Signature: _____

Print Name: _____

Parent/Guardian Signature (if applicable): _____

Print Name: _____

Date: _____

WEST SWIM TEAM PARENT CODE OF CONDUCT – Form 5

As a parent of a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Swim Team Member Code of Conduct Minimum Expectations:

I will not permit my child to violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate or permit my child to discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

I will not use alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances while at WEST's facilities or during any WEST-related activities.

I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.

I will not commit any act of theft or property damage while on WEST property.

I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person while on WEST property.

I will be responsible for my own personal possessions while at WEST's facilities and will clear all personal possessions and trash upon leaving.

I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to myself or any other person.

I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any swimmer, coach, participant, or audience member.

I will respect and follow the instructions of WEST coaches and personnel.

I will assist my child in arriving on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions of WEST personnel while at WEST's facilities.

I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will support my child in being humble in victory and graceful in defeat.

I will support WEST swimmers and cheer for them when possible.

I will demonstrate respect for the decisions of coaches and officials.

I will adhere to WEST's Anti-Bullying Policy and encourage my child to do the same.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to a WEST coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that my child may be denied membership, placed on probation, suspended or expelled from WEST, and that I may be expelled from WEST's facilities if I violate WEST Swim Team's Parent Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

Parent/Guardian Signature (if applicable): _____

Print Name: _____

Date: _____

Swimmer's Name: _____

WEST INCIDENT REPORT – Form 6

INFORMATION ON THE PERSON YOU ARE REPORTING:

Name: _____
Age or Approximate Age: _____ Gender: _____ Male _____ Female
City: _____ State: _____
Swimming program individual is affiliated with: _____

Position(s) this individual holds or held:
_____ Head Coach _____ Official _____ Swimmer
_____ WEST Employee _____ Volunteer _____ Other

Type of Offense (Check all that apply):
_____ Sexual Abuse _____ Sexual Harassment _____ Physical Abuse
_____ Emotional Abuse _____ Harassment _____ Threats
_____ Theft _____ Property Damage _____ Hazing
_____ Other

Has a report been filed with Police/Authorities? _____ Yes _____ No
Name of Police Dept/Authority: _____ Contact Person: _____
City: _____ State: _____ Case No. _____

Has anyone else at WEST or USA Swimming been notified or contacted: _____ Yes _____ No
Name: _____ Title: _____

Where did the incident take place? _____

Describe what happened (Who, What, When, Where):

WEST MASSAGE THERAPY WAIVER (Form 7)

WRITTEN PERMISSION FOR A LICENSED MASSAGE THERAPIST OR OTHER CERTIFIED PROFESSIONAL OR HEALTH CARE PROVIDER TO TREAT A MINOR ATHLETE

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (massage therapist or other certified professional) to provide a massage, rubdown and/or athletic training modality on

_____ (minor athlete) on _____ (date)

at _____ (location). The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____ (minor athlete) and _____ (massage therapist or other certified professional) in the room. I acknowledge that I have the right to observe the massage, rubdown or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

WEST TRAVEL LODGING WAIVER (Form 8)

WRITTEN PERMISSION FOR AN UNRELATED ADULT ATHLETE TO SHARE THE SAME HOTEL, SLEEPING ARRANGEMENT OR OVERNIGHT LODGING LOCATION WITH MINOR ATHLETE

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (minor athlete), to stay in the same hotel room of, or share a sleeping arrangement or other overnight lodging location with _____ (unrelated adult athlete) at _____ (location of hotel room or other overnight lodging location) from _____ to _____ (dates of applicable rooming arrangement). I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

WEST LOCAL TRANSPORTATION WAIVER (Form 9)

WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO PROVIDE LOCAL TRANSPORTATION TO MINOR ATHLETE

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, an unrelated Applicable Adult to provide local vehicle transportation to _____ (minor athlete) to _____ (destination) on _____ (date(s)) at _____ (approximate time), and further acknowledge that this written permission is valid only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: _____

Date: _____

WEST PHOTOGRAPHY WAIVER (Form 10)

WEST PHOTOGRAPHY POLICY

A parent or guardian has a right to refuse having their child photographed. 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.

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 swimsuit.
- 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.

West Coast Aquatics 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.

I give my consent for West Coast Aquatics to take and use photographs or video of my child for training purposes during practice and on all forms of media (bulletin boards, brochures, website) that lawfully promote West's mission.

By signing below I acknowledge and agree that I have read, understand, and agree to be bound by the policies set forth above.

Signed this ____ day of _____, 20 ____.

By: _____

Print Name: _____

To the extent the signing person is signing in the capacity as the parent or guardian of a minor athlete, the minor athlete's name is: _____