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THURSTON OLYMPIANS SWIM CLUB

SAFESPORT POLICY

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# WHAT IS SAFE SPORT

USA Swimming’s Safe Sport Program is a comprehensive abuse prevention program that consists of multi-layered approach to keep kids safe.

Areas that were created:

* Required Policies
* Best practice guidelines
* Mandatory screening
* Criminal Background checks
* Employment screening
* Training and Education
* Monitoring
* Supervision
* Mandatory reporting.

These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations.

<https://www.usaswimming.org/safe-sport>

Thurston Olympians Swim Club (TOSC) have adopted USA’s Safe Sport Policies and will adhere to all Safe Sport policies and training requirements.

**Minor Athlete Abuse Prevention Policy**

**Thurston Olympians Swim Club (TOSC)**

**This policy applies:**

* All USA Swimming non-athlete members and adult athlete members;
* Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
* LSC and club adult staff and board members; and
* Any other adult authorized to have regular contact with or authority over minor athletes.

**GENERAL REQUIREMENT**

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

**ONE-ON-ONE INTERACTIONS**

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

1. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
2. If a one-on-one meeting takes place, 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 athlete’s hotel room or other overnight lodging location during team travel.

III. 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, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that: a. The door remains unlocked;

1. Another adult is present at the facility;
2. The other adult is advised that a closed-door meeting is occurring; and
3. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Club Name.

**IV.** Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

**SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**

I. Content

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

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete’s legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete’s legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Thurston Olympians Swim Club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” Thurston Olympians Swim Club and/or LSC’s official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

**TRAVEL**

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

1. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Thurston Olympians Swim Club or LSC must be USA Swimming members in good standing.

1. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a 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.

1. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual’s hotel room or other overnight sleeping location.

**LOCKER ROOMS AND CHANGING AREAS**

I. Requirement to Use Locker Room or Changing Area

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

II. Use of Recording Devices

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

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete’s breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

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

V. Monitoring

Thurston Olympians Swim Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

1. Conducting a sweep of the locker room or changing area before athletes arrive;
2. Posting staff directly outside the locker room or changing area during periods of use;
3. Leaving the doors open when adequate privacy is still possible; and/or
4. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete’s whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

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

**MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

I. Definition: In this section, the term “Massage” refers to 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.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

1. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Thurston Olympians Swim Club.
2. Legal guardians must be allowed to observe the Massage.
3. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in 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

# ACTION PLAN TO ADDRESS BULLYING

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**Action Plan of the TOSC to Address Bullying**

**Purpose**

Bullying of any kind is unacceptable at TOSC (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring, and friendly environment for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

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

* To make it clear that the Club will not tolerate bullying in any form.
* To define bullying and give all board members, coaches, parents, and swimmers a good understanding of what bullying is.
* To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
* To make how to report bullying clear and understandable.
* To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

**What Is Bullying?**

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or 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 or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member’s property;

1. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
2. Creating a hostile environment for the other member at any USA Swimming activity.
3. Infringing on the rights of the other member at any USA Swimming activity; or
4. 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).
5. **Reporting Procedure**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

* + Talk to your parents.
	+ Talk to a Club Coach, Board Member, or other designated individual.
	+ Write a letter or email to the Club Coach, Board Member, or other designated individual.
	+ Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh, and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

**How We Handle Bullying**

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

***Finding Out What Happened***

**First, we get the facts.**

* Keep all the involved children separate.
* Get the story from several sources, both adults and kids.
* Listen without blaming.
* Do not call the act “bullying” while you are trying to understand what happened.
* It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying inv[olves social bullying](http://www.stopbullying.gov/what-is-bullying/definition/index.html#social) or [cyber bullying](http://www.stopbullying.gov/cyberbullying/index.html). Collect all available information.

**Then, we determine if it is bullying.** There are [many behaviors that look like bullying](http://www.stopbullying.gov/what-is-bullying/related-topics/index.html) but require different approaches. It is important to determine whether the situation is bullying or something else.

* Review the USA Swimming definition of bullying.
* To determine if the behavior is bullying or something else, consider the following questions:
* What is the history between the kids involved?
* Have there been past conflicts?
* Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
* Has this happened before? Is the child worried it will happen again?

Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

Once you have determined if the situation is bullying, support all the kids involved.

***Supporting the Kids Involved:***

**Support the kids who are being bullied!**

* Listen and focus on the child. Learn what has been going on and show you want to help. Assure the child that bullying is not their fault.
* Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
* Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
* Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
* Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

**Address bullying behavior**

* Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
* Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
* Work with the child to understand some of the reasons he or she bullied. For example:
* Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
* Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
* Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
* Write a letter apologizing to the athlete who was bullied.
* Do a good deed for the person who was bullied, for the Club, or for others in your community.
* Clean up, repair, or pay for any property they damaged.
* Avoid strategies that do not work or have negative consequences:
* Zero tolerance or “three strikes, you’re out” strategies do not work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
* Conflict resolution and peer mediation do not work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
* Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

**Support bystanders who witness bullying**. Every day, kids witness bullying. They want to help, but do not know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

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

# LOCKER ROOMS AND CHANGING AREAS MONITORING PROCEDURES

**Purpose:**

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

**Facilities:**

We practice at: Timberline and North Thurston High Schools Swimming pools.

1. All though there are adequate changing areas and locker rooms, Swimmer will be expected to come dressed for practice and to change and shower at home. (COVID prevention practices)

**Monitoring:**

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete’s whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her suit or gear or an athlete’s disability warrants assistance, then we ask that parents let the coach, or an administrator know beforehand that he or she will be helping the athlete.

**Locker Room/Changing Area Policies**: (When in use)

TOSC has predictable and limited use of locker rooms and changing areas, immediately before and following practices. This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make swimmer uncomfortable and may even place our staff at risk for unwarranted suspicion.

We will conduct a sweep on the locker rooms and changing areas before athletes arrive post, [coach, parent other adult], directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. [Coach, Parent, Other Adult] conducts regular sweeps inside locker rooms as well, with women checking on female locker rooms, and men checking on male locker rooms.

**Use of Cell Phones and other Mobile recording Devices**:

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk of different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room and other changing area.

# PHOTOGRAPHY POLICIES

**PURPOSE**

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

**SUGGESTED POLICIES**

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

**All photographs must observe generally accepted standards of decency in particular:**

* Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
* Action shots should not be taken or retained where the photograph reveals a torn or displaced 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.

**See Attachment A for Photography Consent From**

# COACHES CODE CONDUCT

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

All Coaches are expected to abide by the following:

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

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

# PARENTS CODE OF CONDUCT

While we appreciate parental input and support, it is important to recognize that in the sporting environment there should be boundaries for both parents and participants. Essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and our four core principles: Discipline, Confidence, Courage, and Integrity.

Based on that, we require parents to agree that:

1. No child will be forced to participate in practice or swim meets.
2. Any physical disability, mental disability, or ailment that may affect the safety of a swimmer or teammates will be brought to the attention of the coach.
3. All rules of the sport will be learned and obeyed.
4. All guests, parents, and guardians will be positive role models for swimmers, and will encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all coaches, swimmers, officials and spectators at every swim meet, practice, or event. Respect the basic human rights, worth and dignity of everyone.
5. No parents, nor any guest, will engage in any unsportsmanlike conduct, such as booing, taunting, using profane language or gestures at team meetings, on deck at practice, or at meets.
6. Parents will teach and encourage their swimmer to treat other swimmers, spectators, coaches, and officials with respect.
7. Parents will teach their swimmer that doing their best is more important than winning, so that their child will never feel defeated by the outcome of a race.
8. Parents will praise their child after every race and make them feel like a winner every time.
9. Parents will not yell or ridicule their child for making a mistake or losing a race.
10. Parents will emphasize skill development and practice, rather than placing emphasis on competition and winning.
11. Parents will respect officials during meets and will never question, discuss, or confront coaches in front of swimmers and will take time to speak with coaches at an agreed upon time and place.
12. Parents and coaches will demand a sports environment that is free of drugs, tobacco, and alcohol.
13. Parents will refrain from coaching their child during meets and practices.

The TOSC Head Coach and/or board of directors will review all infractions of the Code of Conduct. Depending on the severity or frequency, the disciplinary action may include member or swimmer suspension or expulsion from the team.

**See Attachment B for Accepting and Signing for Parents Code of Conduct**

# ATHLETES CODE OF CONDUCT

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes’ behavior.

All Athlete’s will be following:

* Will always respect and show courtesy to teammates and coaches.
* Will demonstrate good sportsmanship at all practices and meets.
* Will set a good example of behavior and work ethic for my younger teammates.
* Will Be respectful of my teammates’ feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be face with consequences.
* Will attend all team meetings and training sessions unless I am excused by my coach.
* Will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
* Will Refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
* If the Athlete disagree with an official’s call, I will talk with my coach and NOT approach the official directly.
* Will Obey all USA Swimming’s rule and codes of conduct.

# GRIEVANCE PROCEDURES

The **TOSC** Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to thoroughly investigate, intervene, and take disciplinary action when needed.

**WHERE TO REPORT:**For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

* U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale, or distribution of illegal drugs:

* USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

* Region 6 End Harm Line: 866-764-2233/ Lacey Police Department (Non-emergency) 360-704-2740

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the **TOSC** Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

* These issues are handled at the club level following the procedures outlined below.

**For parent-owned clubs and coach-owned clubs with a governing board:**

**Whom To Notify of a Grievance** (Chain of Command)

*Regarding the Conduct of a Swimmer* - Contact the swimmer’s coach.

* Should a parent or swimmer feel another swimmer’s conduct is inappropriate or violates the **TOSC** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the **TOSC** Board of Directors are notified of the complaint and will participate in assessing behavior.

*Regarding the Conduct of an Assistant or Age Group Coach* - Contact the Head Coach

* Should a parent or swimmer feel an Assistant or Age Group Coach’s conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation.  This complaint should be made in person or in writing. The Head Coach will ensure that the **TOSC** Board of Directors is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach* – Notify the **TOSC** Board President

* Should a parent or swimmer feel the Head Coach’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation.  This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President.  This complaint will be subject to review and discussion by the full Board of Directors.

*Regarding Board of Director Member Conduct* - Notify the **TOSC** Board President

* Should a parent or swimmer feel a Director’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

*Regarding Parent or Swim Official Conduct* - Notify the Head Coach and Board President

* Should a parent or swimmer feel another **TOSC** parent’s or an official’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

**Note:** Except for issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

**How Grievances Will Be Handled**

*The Board of Directors have the authority to impose penalties for infractions of the* **TOSC** *Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or* **TOSC** *Board of Directors and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **TOSC** grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
	1. Nature of the misconduct
	2. Severity of the misconduct
	3. Prior disciplinary actions
	4. Adverse effect of the misconduct
	5. Application of the Code of Conduct

# ATTACHMENT A PHOTOGRAPHY CONSENT FORM

TOSC may wish to take photographs (individual and in groups) of swimmers under the age of

18 that may include your child during their membership in the club. All photos will be taken

and published in line with club policy. The club requires parental consent to take and use

photographs.

Parents have a right to refuse agreement to their child being photographed.

AS the parent/caregiver of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I allow the following

* Take photographs to use of the club’s secure website: yes no
* Take photographs to include with newspaper articles: yes no
* Take photographs to use on club notice boards: yes no
* Video for training purposes only: yes no

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Return this form to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **ATTACHMENT B 2021-2022 PARENT AND SWIMMER CODE OF CONDUCT**

Swimmer (Last, First, MI) Age Gender

While we appreciate parental input and support, it is important to recognize that in the sporting environment there should be boundaries for both parents and participants. Essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and our four core principles: Discipline, Confidence, Courage, and Integrity.

Based on that, we require parents to agree that:

1. No child will be forced to participate in practice or swim meets.
2. Any physical disability, mental disability, or ailment that may affect the safety of a swimmer or teammates will be brought to the attention of the coach.
3. All rules of the sport will be learned and obeyed.
4. All guests, parents, and guardians will be positive role models for swimmers, and will encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all coaches, swimmers, officials and spectators at every swim meet, practice, or event. Respect the basic human rights, worth and dignity of everyone.
5. No parents, nor any guest, will engage in any unsportsmanlike conduct, such as booing, taunting, using profane language or gestures at team meetings, on deck at practice, or at meets.
6. Parents will teach and encourage their swimmer to treat other swimmers, spectators, coaches, and officials with respect.
7. Parents will teach their swimmer that doing their best is more important than winning, so that their child will never feel defeated by the outcome of a race.
8. Parents will praise their child after every race and make them feel like a winner every time.
9. Parents will not yell or ridicule their child for making a mistake or losing a race.
10. Parents will emphasize skill development and practice, rather than placing emphasis on competition and winning.
11. Parents will respect officials during meets and will never question, discuss, or confront coaches in front of swimmers and will take time to speak with coaches at an agreed upon time and place.
12. Parents and coaches will demand a sports environment that is free of drugs, tobacco, and alcohol.
13. Parents will refrain from coaching their child during meets and practices.

The TOSC Head Coach and/or board of directors will review all infractions of the Code of Conduct. Depending on the severity or frequency, the disciplinary action may include member or swimmer suspension or expulsion from the team.

Parent Signature: Date: / /

Parent Signature: Date: / /

# ATTACHMENT C PEER-TO-PEER INCIDENTS

This guide is designed to assist USA Swimming clubs when peer-to-peer incidents or inappropriate sexual expression/curiosity occur. This guide will provide information to assist coaches, boards of directors and other club personnel in promoting and maintaining a safe and respectful environment for all participants. This guide may not cover every situation, but it is designed to provide direction. For specific questions, contact USA Swimming Safe Sport staff at (719) 866-4578.

Peer to peer incidents can include sexual bullying situations such as: a child snapping another’s suit, making sexual jokes, peeping in the locker rooms, simulating sexual acts etc. It is often difficult to know how to best handle these situations and such incidents must be addressed quickly, compassionately, and responsibly. In order to assist clubs with this challenging task, USA Swimming has created a Safety Plan Worksheet. The goal of a safety plan is to address a child’s inappropriate behavior without labeling or removing the child from the activity. For a safety plan to be effective, the club’s leadership and the parents/guardians of the child in question must agree to actively supervise the child according to the agreements made in the plan.

**Be Prepared - Know What You Will Do if an Incident Occurs**.

The team should proactively determine how complaints will be handled when an issue such as peer to peer incidents comes up. Here is a **sample** process:

1. The inappropriate situation is reported, and all necessary members of the leadership team (i.e., Head Coach and/or Board President) are notified.
2. Depending upon the nature, severity, and ages of children involved, you may be required to report the incident to local law enforcement. USA Swimming can assist you with this.
3. The parents or guardians of the children involved are all notified of the situation.
4. The leadership team meets with the targeted child and his/her parent/guardian to understand their wishes and explain the next steps.
5. The leadership team meets with the aggressor child and his/her parent/guardian to discuss the situation and develop a safety plan.
6. Copies of the safety plan are distributed to all parties for their reference.

**Respond Responsibly - How to Develop a Safety Plan**

There are several steps that should be covered when developing a safety plan.

* 1. Ask the child to describe the problematic behavior and the impact such behavior has on the other child and teammates.
	2. Identify the child’s motivation and find out what made him/her act out in this manner.
	3. Explain the behavioral expectations for the child to remain on the team.
	4. Identify specific risk areas and help the child control his/her behavior.
	5. Demonstrate respect for both parties, and express belief in the aggressor child's ability to control his/her behavior.

It is especially important throughout the development of the safety plan that the thoughts and feelings of both the aggressor child and the targeted child are considered. Responsibility and accountability are key components to supervision**.** Using statements of thoughts, feelings and lessons that have been learned when completing a safety plan are more effective and helps increase accountability. Expectations and consequences should be clear and realistic.

The safety plan is an accountability tool and should include consequences for behavior that violates the plan. Consequences should be discussed in conjunction with behavioral expectations and clearly articulated to the child and his/her parent/guardian during the safety planning meeting. Consider using a progressive discipline approach up to and including termination from the team.

A safety plan is made official by a statement of agreement. The statement of agreement includes all those parties involved in the development and implementation of the safety plan – club leadership, coach(es), parent/guardian, and athlete. It should also specify the duration of the safety plan and a short description of the progress review when the safety plan reaches its end date.

Safe supervision is the focus of how to work with children who have behaved inappropriately around their peers. Through a structured safety plan, the goal is to prevent future abusive situations from happening while emphasizing an educational approach that in most instances can allow the child who demonstrated inappropriate behavior to remain on the team and learn to make better choices in the future

# Safety Plan Worksheet

*This worksheet should be completed together with the aggressor child and his/her parents. Explain to the child that he/she has exhibited concerning behavior, but you believe they know the right behavior. A safety plan is a tool to help the child demonstrate appropriate behavior. Explain to the child and his/her parents that the safety plan is private but not confidential – the coaches/administration who work closely with the child will be made aware of the safety plan. The target and his/her parents will also be made aware of the safety plan.*

*At the conclusion of the meeting, everyone will agree to and sign the safety plan. If all parties are unable to agree on the safety plan, the outcome will be:*

*Suspension from the team*

*New Practice Group Assignment*

*Other disciplinary measure:*

**Date of Meeting and Attendees**:

**Step 1: Identify Problematic Behavior**

*Describe the incident(s). Ask the aggressor to describe the incident in his/her own words:*

*Does the child understand why his/her behavior is problematic? Does the child understand the impact his/her behavior had on the other child/children involved? Record his/her understanding (in child’s own words) here:*

*What are the wishes/concerns of the targeted child? How did the child’s behavior impact the targeted child? (Ask the targeted child or the parent/guardian of the child before the safety planning meeting. The targeted child and his/her parent do not need to attend the safety planning meeting)*

**Step 2: Identify Wishes of the Child/Children’s Parents:**

*Check all that apply or fill in stated wishes of the aggressor child and his/her parents.*

That I can continue to practice and compete with [CLUB]

For all athletes of [CLUB], including me, to be safe at practices and meets

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3: Identify Appropriate and Expected Behavior from CHILD**:

*Include here your club’s Code of Conduct. Include any additional specific behavioral expectations you have for this child relative to the incident(s). Discuss this with the child and his/her parents during your meeting.*

**Step 4: Safety Planning**

*Identify risk areas and how the child/club will handle each risk area.*

**Locker Rooms**

*CHILD uses the locker rooms: Yes No*

*How will the child use the locker room going forward?*

*No locker room privileges – the child will come and go from practice in his/her swimsuit. Parent is responsible for weather appropriate clothing.*

*No locker room privileges – the child may use the [identify appropriate and available private bathroom at facility] only. Child [does] or [does not] need supervision to use this locker room.*

*Child can use the locker room under the supervision of his/her parent.*

*Child will use the [designated bathroom] if he/she must go to the bathroom during practice. Child [does] or [does not] need supervision to use this bathroom.*

**Travel Meets**

*CHILD participates in travel meets: Yes No How will child travel to away meets going forward?*

*Parent/guardian is responsible for supervision during travel and lodging. Child cannot travel or stay overnight without the supervision of a parent/guardian.*

*Child can travel with the team (car/plane) but parent is responsible for own lodging. Child cannot stay overnight unsupervised.*

*Child can travel and stay with the team if parent is serving as a chaperone on the travel trip.*

*Child can travel with the team and share a room with like aged children*

**Teammates**

*How will child interact with his/her teammates? During practice:*

*After practice:*

*How will the child interact with younger teammates/children? During practice:*

*After practice:*

**Supervision:** Identify one or more adults who know about the child’s risky behavior and his/her restrictions and can be actively involved in helping the child stay in a safe situation. This adult(s) should be someone known to and trusted by the child.

*Name:*

*Phone:*

*Name:*

*Phone:*

*What is the nature of the supervision?* Example: Parent/babysitter attends practice every day; coach (not actively coaching) willing to keep an eye on child. Describe the supervision here.

**Step 5: Agreement**

We agree to this Safety Plan and supporting [child’s name] as described above. This safety plan will be in effect until [DATE] at which time we will review the child’s progress and evaluate if privileges can be restored.

*Athlete:*

*Head Coach:*

*Child’s Group Coach:*

*Parent/Guardian:*

*Parent/Guardian:*

*Other Supervisory Adult:*

*Date Effective:*

*Date Progress Reviewed:*