



## **Handbook**

Revised August, 2022

# WELLESLEY SWIMMING ASSOCIATION

## MISSION STATEMENT

The Wellesley Swimming Association (“WSA”) is a non-profit private swimming club started in 1974 to provide an organized program of competitive swim training and team competition for boys and girls, ages 6-18. Members represent a number of area towns. The Wellesley Swimming Association is a family-oriented swim team run by a volunteer Board of Directors and its parent volunteers. The Association, as a member of the Winter Suburban Swim League, arranges for quality training facilities, coaching, and swim meets from October through March.

The Wellesley Swimming Association offers each member the opportunity for personal growth and development through participation in competitive swimming. Emphasis is placed on the need to develop each athlete’s:

- knowledge and understanding of the sport of competitive swimming
- stroke technique and efficiency
- training procedures and self-discipline
- individual and team sportsmanship

Membership in the Wellesley Swimming Association is limited by team requirements as well as training, coaching and facility resources. Each fall, new team members are selected based on a number of factors including time trials in all four strokes (backstroke, breaststroke, butterfly and freestyle), form/technique, previous swim experience, and historic family commitment to WSA. Members and their parents must be willing to assume personal responsibility for a serious program of competitive swimming, training and team competition. Practice sessions concentrate on stroke refinement, elements of competitive swimming techniques, and physical conditioning.

Members, once selected, are expected to abide by the rules of the Association, the swim league in which it competes, the Association’s designated coaching staff, and the swimming facilities being used. Any failure to abide by these rules will be cause for dismissal from practice sessions, meets or the Association. Members and their parents should be aware of the following general rules:

- all swimmers are expected to participate in training sessions and meets and,
- parents are required to assist with activities at practices and meets such as locker room/hallway monitoring at all facilities, timing, scoring, bullpen, etc., during competition

Additional rules governing the conduct of training sessions and meets are located within the WSA Code of Conduct and the Coaches’ Code of Conduct. Swimmers and parents are required to read and agree to the Code of Conduct before entering the pool for the first practice.

### **2022 - 2023 WSA Board of Directors**

President	Scott Embree	president@wellesleyswim.org
Technology	Rashmi Rajegowda	admin@wellesleyswim.org
Volunteer Shift	Cassidy Chan	shiftcoordinator@wellesleyswim.org
Advisory	Jason Kim	advisorydirector@wellesleyswim.org
Treasurer	Kerri Grover	treasurer@wellesleyswim.org
Meet	tbd	meetdirector@wellesleyswim.org
Social Events	tbd	socialevents@wellesleyswim.org
Communications	Jackie Hoglund	communications@wellesleyswim.org

### **2021 - 2022 WSA Coaches**

Head Coach	Amy Ryan	coaches@wellesleyswim.org
Assistant Coach	<i>staffing tba</i>	

Please note: Although the Boston Sports Institute will be WSA's primary venue for the 2022-23 season, additional facilities may be utilized and Policies in addition to those listed in this Handbook may be in effect.

***Additional policies and restrictions are in effect according the unique circumstances of the ongoing COVID-19 pandemic that may not be reflected in this Handbook.***

## **WSA CODE OF CONDUCT**

The WSA program is geared to developing the swimmer's physical and mental qualities to their utmost. This process demands the dedication of the swimmer and an equal commitment by the parents. The WSA is a parent-run, volunteer-based organization. As such, it is necessary and required for all parents to volunteer at practices and meets, and for administrative activities as well as being supportive of the performance of all swimmers on the team.

The safety of all swimmers is of utmost importance. Our pool contracts also prohibit certain behaviors in the pool buildings, and our ability to use the Boston Sports Institute and other pools will be jeopardized if the behavior of swimmers or parents violates these contracts. Each swimmer and parent must adhere to this Code of Conduct in order to run a successful swimming program for all team members.

All swimmers, coaches, parents and board members must comply with the Massachusetts Anti-Hazing Statute. (See Appendix A)

### **SWIMMERS**

With about 200 swimmers on the team, weekly practices and meets cannot run smoothly and effectively without the cooperation of all swimmers.

- Swimmers are expected to respect one another as well as the coaching staff.
- Swimmers are expected to display a positive attitude and put forth 100% of their effort for practices and meets.
- Swimming is a team sport. Swimmers are expected to encourage and be supportive of one another and be willing to work together for the common benefit of the team.
- Appropriate behavior is expected at all practices and meets, home and away. Facility guidelines with regard to behavior and facility use will be strictly enforced.
- No disrespect to facility personnel and guests, or defacement to facility property, will be tolerated.
- Swimmers are expected to attend all practices and participate in at least five swim meets and the Championship A or B meet. WSA obligations are expected to be a priority for all swimmers. It is the responsibility of the swimmer to notify the coach if you will miss a meet or have a conflict which will result in your late arrival to a meet or early departure from a meet.
- Be on the pool deck at least 15 minutes prior to the scheduled practice and meet warm ups, and be prepared to enter the water (e.g., caps and goggles on). NOTE: Swimmers will not be allowed to participate in practices if they arrive more than 10 minutes late.

- Follow general "pool" safety rules at all times. This includes no running on the pool deck and no diving of any sort, into pools or off the starting blocks, except when instructed by the coach to do so during practice.
- Wear WSA uniforms at meets.
- Remain at meets until the coach has posted the line-up for the relays. We encourage all swimmers to stay until the end of every meet to support and cheer for the team.
- Swimmers are expected to demonstrate good sportsmanship in both victory and defeat.
- Swimmers should understand that the coaching staff is not a disciplinary body. The mission of the coaching staff is to teach and promote a positive swimming experience.
- No glass containers or food are allowed on the pool decks at any time. Plastic water bottles are acceptable. Snacks may be eaten during meets according to the rules of the venue, and swimmers are responsible for cleaning up after themselves.
- No flash photography is permitted during a swim meet.
- The use of cellular phone, unless in emergency, and the use of camera are not permitted in the locker rooms.

## **PARENTS**

Parents of WSA team members must comply and are required to perform the following obligations.

- Parents **MUST** fulfill their volunteer obligations by signing up and completing 4 shifts of any combination of meet or locker room duty. **NOTE:** It is the parent's sole responsibility to find a substitute for any assigned shifts which one cannot fulfill. Please plan accordingly. It is **NOT** acceptable to simply inform the Volunteer Shift Director that you cannot fulfill your assigned duty.
- All new parents will undergo the Massachusetts state-required CORI screening by electronically submitting CORI-required personal information via on-line for the purpose of screening for any criminal history which WSA may consider inappropriate in volunteer position supervising children.
- Returning WSA parents are required to renew their CORI screening once every 3 years.
- Check WSA newsletters, e-mail correspondence from WSA Board and coaches, and WSA website on a regular basis to stay informed of important information.
- Make the necessary arrangements to ensure that your swimmer arrives at practices/meets on time and is promptly picked up from practices/meets at the end of session. Your swimmer should always be equipped with all the required training items and meet attire, and should remain at all practices and meets until they have ended.

- Parents are required to inform the coaching staff and must obtain an approval from the coaching staff if the swimmer needs to leave early from the practice and meet.
- Refrain from talking to the coaches during practices or meets. Although the coaches are very interested in hearing from you regarding any concerns that you may have and value your input, in the interest of the safety of all swimmers and due to time constraints, it is not possible for them to take the time to do so at practices and meets. Please contact the coaches or the WSA Board via email, and they will get back to you.
- Be supportive of your swimmer and other swimmers on the team, and display "good sportsmanship" at meets, practices and other WSA events. When your swimmer completes a race, the coaches suggest that parents not critique the performance, but offer support and enthusiasm to the efforts made by your swimmer. There will be selective practices at the start of swim season when parents may attend and view practices from the mezzanine spectator stands, and please adhere to the schedule provided by the coaches.
- **IMPORTANT:** Parents and guests are prohibited from entering the pool deck, unless in emergency, and being on the pool deck without designated volunteer obligations that permit such entry to the pool deck.

**FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN THE FOLLOWING PENALTIES.**

In the interest of the safety of all swimmers and to ensure that all meets and practices run smoothly and in accordance with our pool contracts at the Wellesley Sports Center and Babson College, the following penalties will result if the above stated Code of Conduct is violated by:

**Swimmers:** At the discretion of the coaches and/or the WSA Board, depending upon the severity and frequency of the violation, swimmers will either be issued a written warning, suspended, or dismissed from the team for failure to abide by any of the above rules. Upon the issuance of 3 warnings over the course of the season, the swimmer will be dismissed from the team with no refund of dues paid.

**Parents:** Failure by parents to sign up for the required 4 volunteer shifts and fulfill the assigned shifts (e.g., locker room and hallway monitor, meet responsibilities), without finding a substitute, can be detrimental to the safety of all swimmers, the effective running of a practice/meet, and our continued ability to utilize the pools at the Boston Sports Institute, Babson College, etc.

As such and at the discretion of the WSA Board, failure by parents to sign up for the required 4 volunteer shifts will result in a fine of \$200 at the end of swim season.

As such and at the discretion of the WSA Board, failure by parents to fulfill the assigned shift without finding a substitute will result in the following fines that will be immediately processed upon notice.

1<sup>st</sup> infraction will result in a fine of \$100.

2<sup>nd</sup> infraction will result in a fine of \$200.

3<sup>rd</sup> infraction will result in the dismissal of your swimmer from the team with no refund of dues paid.

All fines will be automatically processed using the member's credit card information on file.

## REFUND POLICY FOR REGISTRATION FEES

A 75% refund of paid registration fee will be issued upon the receipt of written notice, stating the intent to withdraw from the program, via email and approval by the WSA president before **October 12, 2022**, the date of our first practice.

A 50% refund of paid registration fee will be issued upon the receipt of written notice, stating the intent to withdraw from the program, via email and approval by the WSA president on or before **October 31, 2022**.

There will be **NO** refunds under any circumstances after **October 31, 2022**.

## DESCRIPTION OF MANDATORY VOLUNTEER SHIFTS

### **Locker Room Monitor (Meets and Practices)**

The purpose of parent locker room monitors is to ensure the safety of our swimmers and prevent damage to facility property during practices and meets. This is a requirement of our contracts with the Boston Sports Institute and Babson College (and others) whose facilities we may lease, and is essential to our continued use of their facilities. **Only WSA Parents can be monitors.** For this, male and female parent volunteers serving as the monitors of respective gender locker rooms will be stationed at the locker room door and will conduct a periodic walk-through of the locker rooms for monitoring of appropriate behaviors and safety of our swimmers. Locker room monitors must not remain in the locker rooms or use a cellular phone in the locker rooms.

We are required to have locker room monitors at all practices and meets as the facilities mandate that we have an adult monitoring the safety of our swimmers. We cannot overstate the importance of locker room monitors because we would run the risk of losing our contract if the locker rooms are not properly monitored.

Therefore, and based on the previously stated WSA policy, a fine is levied for missed locker room monitor shifts. A parent missing a shift obligation will be assessed a **\$100 fine** (for 1<sup>st</sup> infraction), which will be automatically processed upon notice using the member's credit card information on file. A subsequent missing of a shift obligation will be issued a **\$200 fine** (for 2<sup>nd</sup> infraction). A 3<sup>rd</sup> infraction of missing a shift obligation will result in immediate dismissal of the swimmer from the team with no refund for dues paid.

The following guidelines apply to locker room monitors:

- If you are unable to fulfill your assigned shift, you are solely responsible for finding a substitute using the volunteer list provided on the website and by trading with another parent. You must send an e-mail to inform the Volunteer Shift Director (at [shiftcoordinator@wellesleyswim.org](mailto:shiftcoordinator@wellesleyswim.org)) as far in advance as possible once you have arranged for a substitute. The Volunteer Shift Director will then contact the substitute parent with a reminder call.
- Male parent volunteers will monitor the boy's locker room, and female parent volunteers will monitor the girl's locker room.

- Locker room monitors for practices must arrive at least 5 min before the scheduled shift and check in with the coaches upon arrival.
- Locker room monitors for meets must arrive at least 15 min before the scheduled shift and check in with the Bullpen Coordinator.
- Locker room monitors are required to stay until the end of your shift REGARDLESS of whether or not your child has finished practice.
- Locker room monitors may need to respond to injuries/accidents in the locker rooms. Please seek the assistance of the pool staff for First Aid. If you have a cell phone, please bring it for the locker room duty, but do not use the cell phone in the locker room unless in emergency.
- Locker room monitors are responsible for:
  - ✓ Positioning outside the locker room door and conducting a periodic walk-through of the assigned locker room in order to supervise the appropriate behaviors of our swimmers (e.g., **NO** running, towel swatting, use of electronic device or cell phone without emergency, water running, bullying, use of profanity or other offensive language, and staying after changing).
  - ✓ Limiting the entry to only WSA and visiting team swimmers to enter the locker rooms. No parents are allowed in the locker rooms unless in emergency.
  - ✓ Controlling the traffic at the locker room doors leading from the hallway into the locker rooms.
  - ✓ Ensuring that showers and faucets are turned off at the end of your shift.
  - ✓ Collecting swimsuits, towels, goggles, flippers, and any other items left at the end of your shift, and place them in the lost & found.
  - ✓ Ensuring that all swimmers have left the locker room at the end of practice/meet.

**NOTE:** The locker room monitors cannot leave the locker room area until all swimmers have left.

**The online sign-up for locker room monitors for all meets and practices will be processed through the WSA's Team Unify website. A notification e-mail will be sent by the system to all families when the locker room monitor sign-ups are open on the website.**

### **Hallway Monitor (Meets)**

The purpose of parent hallway monitors is to ensure the safety of our swimmers, parents and guests, and prevent damage to facility property during meets. The hallway monitors are responsible for directing traffic to the locker rooms (for swimmers) and to the 2<sup>nd</sup> floor spectator stand (for parents and guests). The hallway monitors must also supervise appropriate behaviors of swimmers, parents, and guests to maintain a family-friendly environment during the swim meets.

## **SWIM MEET JOB DESCRIPTIONS**



The following are detailed descriptions of each position needed during a swim meet. If you have additional questions or are interested in any of the below meet positions, please contact the Meet Director, at [meetdirector@wellesleyswim.org](mailto:meetdirector@wellesleyswim.org)

**IMPORTANT: All Meet Volunteers must check-in with the Bullpen Coordinator or Head Timer at the lobby of the Boston Sports Institute or in the hallway outside the pool of Babson College at least 30 minutes before the meet start time for orientation.**

### **Starter**

The Starter announces each event (event number, gender, age group, stroke, and distance) and subsequent heat numbers using a strong voice. The Starter ensures fair starts for each race and calls false starts when it occurs. With assistance from bullpen, timers, and runners, the Starter combines heats when possible. The Starter ensures a smooth running of meet by continuously verifying that others on the pool deck (coaches, timers, runners, bullpen, stroke & turn judges) are "in synch". The Starter meets with each group or group leader before the meet; slows or stops meet if any group is not ready. The Starter communicates with coaches and pool deck leaders if any activities are slowing the pace of the meet. The Starter begins the meet ON TIME, and keeps the pace of the meet moving as efficiently as possible.

### **Stroke & Turn Judge**

The Stroke & Turn Judge is league certified to evaluate the legality of swimmer's individual strokes and turns during the race.

### **Stat**

The Stat imports meet line-ups provided by coaches and makes revisions to line-ups on deck prior to the start of meet. The Stat records name, place, and time for each event, and all heats included in the event. Together with the opposing team, the Stat calculates overall team scores for the swim meet. The Stat generates meet program and lane timer sheets on deck prior to the start of meet. The Stat also posts meet results to the WSA website, and provides meet results to visiting team via electronic file.

### **Timer**

The Timer is responsible for accurately measuring the time of each swimmer's race at the meet. The Timer is assigned to a lane and measures the race time for all swimmers competing in the assigned lane. At the start of race signaled by the Starter's light/sound, the Timer starts the stop watch and stops the stop watch at the completion of race. The Timer records the race time on the lane timer sheet that has been handed to you by the Runner assigned to your lane. The Timer may ask the swimmer exiting the pool to verify the swimmer's name with that on the lane timer sheet. The Timer hands the lane timer sheet to Runner who will bring the sheets to the Stat for recording. The Timers are supervised by the Head Timer who acts as a back-up Timer in the event of any missed timing or clock failure. In that case, the Timer must quickly raise one's hand to signal to the Head Timer for back-up.

All scheduled Timers must report to the Head Timer for orientation at the lobby of the Boston Sports Institute or at the hallway outside the pool of Babson College at least 30 minutes before the meet start time.

At the orientation, the Timers will be assigned a lane and receive a stop watch, pencil, and clipboard. The Timers must be present for the entire duration of the meet regardless of when your child finishes the meet.

### **Runner**

The Runners are responsible for picking up the lane timer sheets from each lane and deliver them to the Stat at the scoring table for recording after each event. The Runners also deliver the meet program to WSA and visiting coaches, Bullpen Coordinators for both teams, Starter, and Stroke & Turn judges.

### **Bullpen Volunteers and Bullpen Coordinators**

The Bullpen Coordinators are responsible for:

- ✓ Contacting the parent volunteers assigned to the bullpen before each meet to confirm their assigned shifts.
- ✓ Making the necessary substitutions if needed.
- ✓ Meeting with the Bullpen Volunteers for orientation at least 30 minutes prior to the meet start time in order to assign their responsibilities and answer any questions.

The Bullpen Volunteers are responsible for:

- ✓ Lining up and organizing the swimmers in correct order based on their heat and lane numbers to ensure that swimmers arrive at the assigned lane in preparation for race.
- ✓ Finding any missing swimmers well before the line-up to ensure that the swimmers do not miss their race.
- ✓ Providing lots of enthusiasm and support for all swimmers and offering comfort to young swimmers.

## PRACTICE TIMES

Be on the pool deck at least 10 minutes before your assigned start time for announcements, stroke training, and exercises.

Practice dates/times are subject to change. Please check the calendar on our website for up-to-date information.

DAY	AGE GROUP	PRACTICE TIME
Wednesday	10 & Under	7:00 – 8:00 pm
	11 & Over	8:00 – 9:00 pm
Saturday	10 & Under	4:00 – 5:00 pm
	11 and Over	5:00 - 6:00 pm
Sunday	10 & Under	3:00 - 4:15 pm
	11 & Over	4:15 - 6:00 pm

*PRACTICE TIMES TBA*

## WSA COVID-19 protocol

updated 16AUG2022

We will mirror activity policies similar to our local schools, with noted modifications:

- 1. IF your child doesn't feel well, STAY HOME**
2. IF your child is a close contact, refrain from coming to the pool for 5 days. After 5 days, test for COVID-19 (a home test is sufficient) and, if negative, feeling well and not exhibiting symptoms, you may return to the pool.
3. IF your child tests COVID-19 positive, with or without symptoms, refrain from coming to the pool for 10 days.

Swimming is an unmasked activity so we will remain cautious with regard to exposure to or a positive diagnosis of COVID-19.

## Charles River Aquatics Consent and Release Agreement

April 2022

I understand that the Program, held at the Albany Roads-Wellesley pools (d.b.a. Boston Sports Institute (BSI)), is run by Wellesley Swimming Association. I further understand that Charles River Aquatics (CRA) does not own, control, or present the Program nor is CRA in any way responsible for the Program or the instruction, supervision or monitoring of me/my child(ren) while at Albany Roads-Wellesley.

I agree that to participate in the Program, I and/or my child(ren) will be required to observe certain standards of conduct and safety. I will review the Program's standards of conduct and those set forth in the Code of Conduct and Policies provided by CRA, and will comply. I will instruct my child(ren) to comply with these standards. I and/or my child(ren) will comply with all standards issued in writing at the commencement of the Program, and with those that may be issued, orally or in writing, from time to time at the discretion of the Program. I agree that the Program has the right to enforce these standards of behavior and may terminate my participation, or that of my child(ren), in the Program for any conduct which the Program considers to be incompatible with the interests, comfort and welfare of the instructor or the other Program participants.

I acknowledge that my participation and/or the participation of my child(ren), in the Program may involve risk of personal injury, including the risk of exposure to the SARS-CoV-2 virus, that which causes COVID-19. Due to the dynamic nature of the pandemic and the highly transmissible nature of the virus, Licensor cannot guarantee that its participants, volunteers, partners, or others in attendance will not become infected with COVID-19. This Program and the expectations in the CRA COVID-19 Policy are subject to change at Licensor's sole discretion

I understand that it is the intent of the Program and of CRA to ensure my safety and/or that of my child(ren). On behalf of myself, and/or my child(ren), I hereby assume all risks related to participation in the Program, including but not limited to possible exposure to the SARS-CoV-2 virus, that may lead to accident, illness, permanent disability, injury, or death, including personal, bodily or mental injury of any nature.

I hereby certify that I understand the nature and extent of the risks inherent in participation, and in the use of facilities, equipment or services in association with the Program.

I understand that participation in this Program is completely voluntary and I agree to assume all of the foregoing risks and accept sole responsibility for myself and/or my child(ren). It is my responsibility to ensure that I and/or my child(ren) participate only in activities for which I and/or my child(ren) possess appropriate skills, qualifications, training and physical conditioning.

On behalf of myself and/or my child(ren), I hereby assume all risks related to participation in the Program. I further hereby, on behalf of myself, and/or my child(ren), and anyone claiming through myself and/or my child(ren), do FOREVER RELEASE Charles River Aquatics, Inc. (CRA), Albany Road-Wellesley, LLC, and the Town of Wellesley, MA, their respective trustees, officers, employees, volunteers, students, agents and assigns from any cause of action, claims, or demands of any nature whatsoever, including but not limited to a claim of negligence which I, and/or my child(ren), or anyone claiming through myself and/or my child(ren), may now or in the future have against CRA, Albany Road-Wellesley, or the Town of Wellesley, MA, on account of personal injury, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my participation and/or that of my child(ren) in the Program howsoever the injury is caused.

I acknowledge that I have read and that I understand all CRA Policies as stated on the CRA website and that I have read, understand, and agree to abide by all policies of Albany Road- Wellesley, d.b.a. the Boston Sports Institute (BSI,) and I have shared with my child(ren) these Policies.

I understand that this Program is not a medical or health care program. I have no expectation of any medical or health benefit to myself and/or my child(ren) from participation in the Program. I certify that I and/or my child(ren) am/is/are medically able to participate in the Program and am/is/are free from any communicable, infectious or contagious diseases. IN CASE OF EMERGENCY such as accident or injury, I give permission to the Program to provide assistance and to procure emergency medical care in the event that I or person(s) I designate cannot be reached.

By signing below, I certify, on behalf of myself and/or my child(ren) that I have read and understand the contents of this document. My signature is proof of consent and release for myself and/or my child(ren) to participate in this Program.

***Registration to the WSA program serves as proof of consent.***

## WSA Facility Guidelines and Practice Procedures for Swimmers and Parents

***Swimmers, parents, and guests are expected to have the utmost respect and consideration for the BSI facility. Any WSA swimmer, parent, or guest involved in malicious, destructive or disrespectful behavior as it relates to any items belonging to the facility (furniture, posters and other displays, doors, etc.) will not be tolerated and will result in immediate disciplinary action from WSA coaches and WSA Board.***

- The WSA has use of the locker rooms and pool ONLY. Use of any other facilities inside the BSI is prohibited.
- The pools at the BSI, including locker rooms and restrooms, are not exclusively used by the WSA. Other groups may use the facility simultaneously.
- The spectator stands (mezzanine) will be open to parents only during tryouts and swim meets.
- Parents will be invited to attend selective practice sessions at the start of season and view the practice from the mezzanine spectator stands.
- Parents are NOT allowed in locker rooms unless in emergency.
- All food and beverages at the BSI must be purchased from Cheesy Street Grill located on the premise. No outside food or beverages, other than bottled water, are permitted on the premises.
- ALL trash must be removed from locker rooms, pool deck, waiting areas and stands.
- CRA expects all patrons to demonstrate respect and modesty. No children over the age of 4 are allowed in the locker room of the opposite sex. The Family Locker Room is intended for use by all, regardless of age, sex, sexual orientation, gender or gender identity.
- Diving boards, starting blocks, and other competitive equipment are only for use under the direct supervision of a coach or with special permission of CRA Management and lifeguards.
- SCUBA equipment and personal flotation devices are not permitted in the pools at the BSI.

Arrival procedures to follow:

- ✓ Swimmers must arrive 15 minutes prior to the scheduled practice time.
- ✓ Swimmers must be dropped off at the lobby of the Boston Sports Institute, and only swimmers will be allowed into the locker rooms.
- ✓ Swimmers should move in and out of locker rooms as quickly as possible and use the locker rooms only for changing.
- ✓ All athletes practicing with swim teams must wear swim caps at all times.
- ✓ ALL patrons must take a cleansing shower before entering the pools. Showering keeps the pools clean, and ensures a healthy environment for all to enjoy.
- ✓ Locker rooms are available for use only while swimming. The WSA and CRA are not responsible for personal belongings. Therefore, patrons are encouraged to lock personal belongings in a locker while swimming. All belongings must be removed upon exit from the facility.

Departure procedures to follow:

- ✓ Swimmers must be picked up immediately following the conclusion of practice.
- ✓ NO lengthy showers are permitted.

All swimmers, parents, and guests must adhere to the Policy on Photography, as outlined. All photographs must observe generally accepted standards of decency, in particular:

- ✓ Action shots should be a celebration of the sporting activity, not a sexualized image in a sporting context
- ✓ Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit
- ✓ Photographs should not be taken from behind starting blocks at the start of a race, or exhibit a child climbing out of the swimming pool
- ✓ Photographs should not be taken in the locker rooms or bathrooms

**The possession of weapons, and the use, possession or distribution of alcohol, tobacco, marijuana, or illegal substances is strictly prohibited.**

## Charles River Aquatics at the Wellesley Sports Center (WSC dba BSI) POLICIES

- **Safety**

- o No Running on pool deck, in changing rooms or in hallways
- o Glass Containers are not permitted in the natatorium or changing rooms
- o Pool patrons are not permitted to access storage closets or other areas restricted to staff
- o Any person with a known communicable disease may not use the pools
- o Any person with an open wound may not use the pools. Adhesive bandages are not sufficient wound coverage

- **Supervision of Minors:**

All minors age **12 and under must be accompanied by an adult at all times** while at the pools at the WSC for Recreational Swim, Lap Swim, and special events. Minors attending lessons, clinics, camps, team practices, or other classes **may be unattended only during the time allotted for the program**. Expectations of the Code of Conduct are to be followed by all persons at all times while at the pools at the WSC and must be **reviewed with minors in advance of attendance at any program**.

All minors age **12 and under must pass a basic deep end test** before using the deep end of the Competition Pool during Recreational Swim or special events.

Coaches and adults supervising minors must abide by [CRA's Policy on the Protection of Minors](#)

- **Lap Swim:**

Patrons swimming during designated Lap Swim hours must be **18 years or older**.

- **Swim Caps:**

All persons with hair **6 inches or longer must wear swim caps at all times**

All students enrolled in **CRA swim lessons**, levels 3 and higher, must wear swim caps at all times.

- **Showering:**

**ALL** patrons **must** thoroughly rinse before entering the pools. This keeps the pools clean, and ensures a healthy environment for all to enjoy.

- **Changing Rooms:**

Changing rooms in the natatorium at the WSC are available for use **only while swimming**. **CRA is not responsible for personal belongings**. Therefore, patrons are encouraged to bring valuables to deck while swimming. **All belongings must be removed upon exit** from the facility.

CRA expects all patrons to demonstrate respect and modesty. **No children over the age of 4 are allowed in the changing room of the opposite sex**. The Family Changing Room is intended for use by all, regardless of age, sex, sexual orientation, gender or gender identity.



- **Children in Diapers:**

Form fitting swim diapers, underneath rubber pants with leg gathers, are required for all babies and toddlers not yet toilet trained

- **Strollers:**

Strollers are not permitted on pool deck.

- **Photography:**

CRA upholds a strict policy regarding photography in and around the pools at the WSC.

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

- o Action shots should be a celebration of the sporting activity, not a sexualized image in a sporting context
- o Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit
- o Photographs should not be taken from behind starting blocks at the start of a race, or exhibit an individual climbing out of the swimming pool
- o Photographs should not be taken in the changing rooms or bathrooms

- **Equipment:**

Diving boards, starting blocks, and other competitive equipment is only **for use under the direct supervision of a coach** or with special permission of CRA Management and lifeguards.

**SCUBA equipment and personal flotation devices are not permitted** in the pools at the WSC unless under the supervision of an instructor.

- **Private Swimming Lessons:**

The use of the pools at the WSC during recreational or lap swim to offer private swimming lessons is **strictly prohibited**. Only CRA staff may provide swim instruction.

**\*The possession of weapons, and the use, possession or distribution of alcohol, tobacco, marijuana, or illegal substances is strictly prohibited at the Wellesley Sports Center.\***

# Code of Conduct Charles River Aquatics

April 2022

The purpose of this Code of Conduct is to provide the guidelines necessary to create an educational, supportive, and safe environment for all Charles River Aquatics (CRA) patrons including coaches, parents, athletes, participants, officials and any other attendees at Albany Road-Wellesley (d.b.a. Boston Sports Institute (BSI)).

Youth athletic/sports programs play an important role in promoting the physical, social and emotional development of children and young adults. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sporting events should be models of good sportsmanship and should lead by example, demonstrating fairness, respect, and self-control.

Any, coach, parent, athlete, participant, official or other attendee found in violation of this Code of Conduct is subject to immediate removal from the facility and may be subject to temporary or permanent debarment.

CRA adheres to the policies of inclusion and safety as specified in USA Swimming guidelines, [www.usaswimming.org](http://www.usaswimming.org).

Coaches and other responsible adults are expected to review this Code of Conduct, and adhere to it. Prior to use of the pools at Albany Road-Wellesley, coaches and other responsible adults are expected to share the contents of this Code with their athletes, students, campers, and clients and support adherence.

Expectations of Conduct:

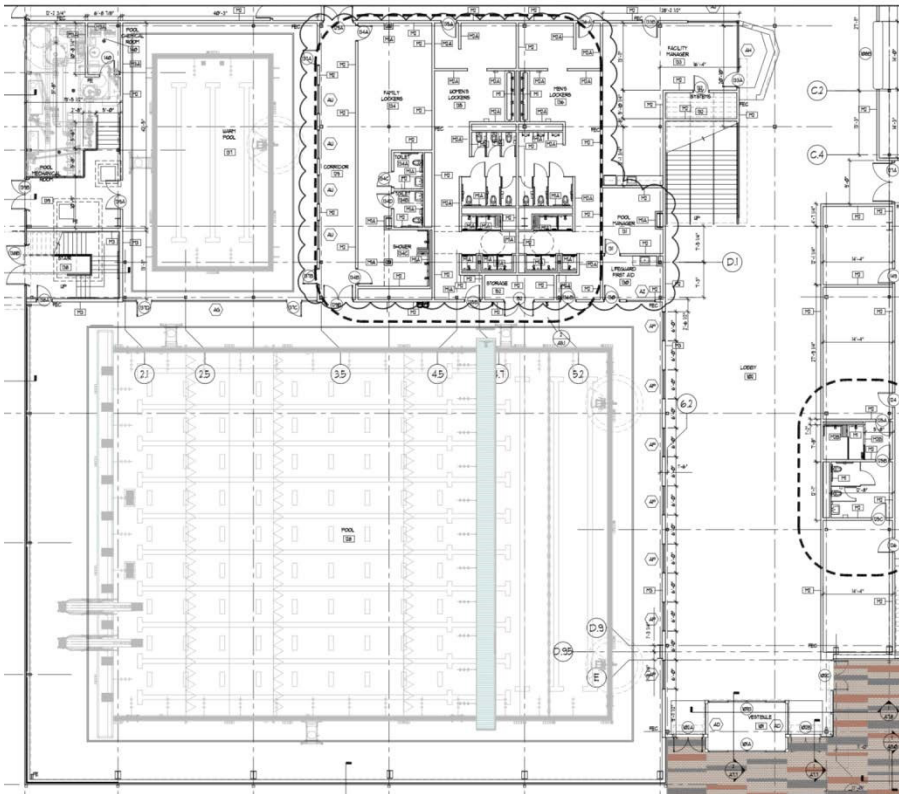
- I will review and adhere to the rules and Code of Conduct of USA Swimming. [www.usaswimming.org](http://www.usaswimming.org) I will encourage minors in my care and all others to abide by this Code.
- I will not engage in unsportsmanlike conduct with any coach, parent, athlete, participant, official or any other attendee and I will encourage minors in my care and all others to demonstrate good sportsmanship.
- I will not engage in any behavior which would endanger the health, safety or well-being of any coach, parent, athlete, participant, official or any other attendee and I will encourage minors in my care and all others to behave in this manner.
- I will not use drugs, alcohol or marijuana at Albany Road-Wellesley and I will not permit any minor in my care to use. I, and minors in my care, will not attend, coach, officiate or participate in any activities at Albany Road-Wellesley while under the influence of drugs, alcohol, or marijuana. I will discourage use among other attendees.
- I will not use any tobacco products, including
- I will not engage in profane, abusive, violent or threatening language or behavior and I will not tolerate any such language or behavior from minors in my care, or from any others.
- I will treat all coaches, parents, athletes, participants, officials and all other attendees with respect regardless of race, creed, color, national origin, sex, sexual orientation, gender, gender identity or ability. I will encourage this same respect in minors in my care and in all others.

- I will not damage any property or equipment at Albany Road-Wellesley, I will remove all of my belongings upon departure, and I will properly dispose of trash. I will ensure this same respect from minors in my care and expect it from all others.
- I will be respectful of all other patrons at Albany Road-Wellesley while attending programming in the natatorium. My behavior will not interrupt quiet enjoyment. I will expect the same respect from minors in my care and from all others.

## Wellesley Sports Center (WSC, dba Boston Sports Institute) Natatorium

The WSC natatorium houses two pools. The large 13-lane competition pool (the 2012 Olympic Trials Pool) will measure 107 x 75 feet with a depth of 4-12.5 feet. It has a bulkhead (creating 10 lanes of 25 yards each with 3 perpendicular 25 yard lanes), two 1m diving boards, 10 starting blocks, and is kept at a temperature of about 80 degrees Fahrenheit. The mezzanine level of the natatorium has spectator seating for approximately 300 overlooking the large pool. The smaller 3 lane teaching pool will measure 25 x 44 feet with a depth of 4 feet and a temperature of 86 degrees Fahrenheit.

Both pools are ADA compliant. The two pools are separated by a wall to allow for appropriate air temperatures above each.



## SWIMMING SAFELY

April, 2022

Charles River Aquatics (CRA) at the Boston Sports Institute (BSI), Wellesley

Charles River Aquatics (CRA) is Mask Optional. Masking is a matter of individual preference. CRA Staff will continue to mask when actively teaching in close contact with children. If continuing to mask increases your comfort at the pool, please do so.

The health and safety of our patrons and staff throughout the pandemic has always been paramount. Please stay home if you are not feeling well. COVID-19 has changed how we view illness. What in the past seemed mild and insignificant, now gives us pause. If you have a communicable disease, you may not swim.

### Charles River Aquatics (CRA) Policy: COVID-19 Exposure or a Positive Diagnosis of COVID-19

Regardless of vaccination status:

If you are a close contact, refrain from coming to the pool for 5 days. After 5 days, test for COVID-19 (a home test is sufficient) and, if negative, feeling well and not exhibiting symptoms you may return to the pool.

If you test positive for COVID-19, with or without symptoms, refrain from coming to the pool for 10 days

CRA is electing to remain cautious with regard to exposure to or a positive diagnosis of COVID-19 because swimming is an unmasked activity. CRA will monitor CDC guidance and adjust this policy when appropriate.

We will continue to keep you informed of positive cases and close contacts and ask that you do the same. Please reach out immediately if you begin to experience symptoms, are a close contact, or test positive for the disease.

Thank you for working together for the health and safety of all patrons and staff!



Webster Center - Facility guidelines and practice procedures for parents and swimmers.

**Swimmers are expected to have the utmost respect and consideration for Babson College facilities. Any WSA swimmer, parents, or guests involved in malicious, destructive or disrespectful behavior as it relates to any item belonging to the facility (furniture, posters and other displays, doors, etc.) will not be admitted and will result in disciplinary action from WSA coaches and WSA Board.**

Arrival procedures to follow:

- ✓ Swimmers must be dropped off at the lower level of Webster Center after entering the turnstile, and the swimmers will enter the locker rooms through the pool.
- ✓ Parents will NOT be allowed in the locker rooms unless in emergency.
- ✓ Parents will view the meet at the spectator stand located to the left of the main entrance.
- ✓ Parents must park in the upper parking lot.

Departure procedures to follow:

- ✓ All swimmers should be picked up immediately following the conclusion of meet.
- ✓ WSA has use of the locker rooms and pool ONLY. The use of any other facilities at the Webster Center is strictly prohibited.
- ✓ No WSA swimmers or parents should be in a gym, a weight-room or on the track at any time.
- ✓ No use of vending machines.
- ✓ ALL trash must be removed from locker rooms, pool deck, waiting areas and stands.
- ✓ No swimmer or sibling will be allowed into the facility wearing wheeled shoes of any kind. Please remove the wheels prior to attending either a WSA practice/meet.
- ✓ All WSA swimmers should move in and out of locker rooms as quickly as possible.
- ✓ NO lengthy showers permitted.
- ✓ NO WSA swimmer or parent may use the sauna.

## **Frequently Asked Questions and Answers**

### **Who do I go to if I have a question?**

Please feel free to contact the WSA President, at [president@wellesleyswim.org](mailto:president@wellesleyswim.org), or the WSA Technology Director, Rashmi Rajegowda, at [admin@wellesleyswim.org](mailto:admin@wellesleyswim.org). If you have specific question about a particular topic (e.g., volunteer shift, social event), you can contact the respective Board of Directors.

### **What is the best way to contact the coaches?**

Please send an e-mail to the coaching staff at [coaches@wellesleyswim.org](mailto:coaches@wellesleyswim.org).

### **Why can't we watch practices?**

The coaching staff wants complete attention of the swimmers at all times. We would also like to keep the swimmers on the pool deck with the coaching staff.

### **Why do we need locker room monitors?**

The WSA leases the pool from private facilities. All facilities require that we provide adult supervision in the locker rooms at all times as part of our contracts. If WSA does not have an adult monitor in a locker room during practice times, the locker rooms will be locked and NOT be available to the swimmers.

### **How did my name get on the substitute list for locker room/meet duty?**

Each WSA family is obligated to serve 4 volunteer shifts per family during the swim season.

### **Who do I call if I can't fulfill an obligation at a practice or swim meet?**

It is solely your responsibility to find a substitute for any locker room or swim meet volunteer shifts to which you have been assigned. Once you secure a substitute, you should notify the Volunteer Shift Director at [shiftcoordinator@wellesleyswim.org](mailto:shiftcoordinator@wellesleyswim.org) to update the shift changes. The team is very much depending upon you to show up especially for locker room duty. The WSA will assess a fine if you fail to do so.

### **Why are some swimmers allowed to practice with older age groups?**

If the coaching staff feels that a swimmer is capable of a more difficult challenge, they may be invited to swim up an age group.

### **Who do I talk to if I want my child to swim up?**

This should never be driven by a parent. It is only a coach's decision, and if we feel the swimmer is ready, we will discuss with the swimmer and/or parent.

### **Who do I call/contact if my child cannot make it to a meet due to illness? (on the day of) How do I contact that person?**

You must send an e-mail to the coaching staff at [coaches@wellesleyswim.org](mailto:coaches@wellesleyswim.org) as soon as possible. You should also send word with another swimmer to inform our Head Coach immediately upon arriving at the pool for warm-ups so that they can be scratched from the lineup.

### **How many events will my child swim in a swim meet?**

Each WSA swimmer is eligible to swim "officially" in 2 individual events and a relay.

Whether or not every swimmer swims in a relay at meets is dictated by the number of swimmers in attendance.

### **Who chooses what events my swimmer will be in?**

For the most part, the coaches choose the events, but periodically throughout the season, the swimmer can request a meet event. Exactly what events a swimmer is assigned to is strictly the coaches' decision. The WSA coaches place swimmers in heats and events based on previous times and a swimmer's ability to compete "legally".

### **Why doesn't my swimmer ever get to swim in heat one?**

Swimmers are placed in heats based on seed times (fastest times in heat 1, slower times in higher heats). The heats are computer generated just prior to the start of a meet. Swimmers in any heat can score points as points/places are based on finish times, not heat.

### **How do I find out if my swimmer has qualified for the A Championship?**

Swimmer's individual times will be posted on the WSA website several days after each dual swim meet. There are cut-off times to qualify for the A Championships based on prior seasons' record. These times will be posted on the WSA website, under the Information link as they become available. If your swimmer has posted a time equal to or faster than the "A" qualification times, you can assume that your swimmer will be going to the A Championship. Swimmers not qualifying for the A Championship will swim in the B Championship.



## **Appendix A**

### **Massachusetts Anti-Hazing Statute**

#### **269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **269:18 FAILURE TO REPORT HAZING**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### **269:19 COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS, AND ORGANIZATIONS; REPORT**

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such

group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

## **Appendix B—Physical/Sexual Abuse protocol procedures**

### **Child Physical Abuse**

The Wellesley Swim Association (WSA) takes any allegations of child abuse extremely seriously. We are required to report any alleged physical or sexual abuse that takes place at practice or meets in any of our facilities to the state child protective services within 24 hours after the allegation is made know. Any allegation of abuse prior to a swimmer's arrival at practice/meet is to be reported within 8 hours, with a written report within 72 hours.

Anything done to deliberately inflict pain while disciplining a swimmer is considered child abuse. The physical size and strength of WSA coaches and WSA parent volunteers necessitates that discretion and restraint is used in all physical contact with swimmers.

### **Child Sexual Abuse**

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or false allegation can cause irreparable damage to the accused staff member and association as a whole. Therefore, all staff members and WSA parent volunteers must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or third person. The behavior may or may not involve touching. Sexual behavior between a child and adult is always considered forced, whether or not the child has consented.

Do NOT touch the genital area or buttocks of any swimmer. A quick hug is considered acceptable but a prolonged hug or embrace is not. Use good judgement.

### **Procedures for Child Abuse Complaints:**

1. Any actions that you observe that are not acceptable behavior according to the above guidelines should be reported as soon as possible to the WSA President.
2. The WSA president will notify the appropriate authorities and parents.
3. The WSA president will inform the WSA Board to take appropriate internal action.

### **Child Abuse Reporting**

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, staff and parent volunteers need to be sensitive to each persons' need for personal space. (i.e. not everyone wants to be hugged). The WSA encourages appropriate touch in the example of encouragement after tough race (high fives), or showing a swimmer proper stroke technique, etc.; however, at the same time, prohibits inappropriate touch or other means of exploiting children.

In the event that there is an accusation of child abuse, the WSA will take prompt and immediate action as follows:

1. At the first report of probable cause to believe that a child abuse incident has occurred, the employed staff person or parent volunteer receiving the report will notify the WSA President, who will then review the incident with the WSA Board of Directors.
2. However, if the WSA president is not immediately available, this review cannot in anyway deter the reporting of child abuse by the mandated reporters. Most states mandate each child care provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
3. The WSA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
4. In the event the reported incident involves a parent volunteer or employed staff, the WSA president will, without exception, suspend the volunteer or staff member from the association and they will be prohibited from participation in any WSA activities, i.e. practices, meets ,social outings
5. The parents or legal guardians of the children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
6. Whether the incident or alleged offense takes place on or off facilities that WSA uses for practice/meets, it will be considered job related because of the youth involved nature of this swim team.
7. Reinstatement of the employed staff person will occur only after all allegations have been cleared to the satisfaction of the WSA president and the WSA Board.
8. All staff and parent volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the WSA president.
9. All full time and part time employees and parent volunteers must read and sign this policy.