



**PARENT INFORMATION:  
CONDUCT & WAIVERS**

Updated 3/11/2023

# **CODE OF CONDUCT**

## **PART 1 – EXPECTATIONS**

All participating team members agree to abide by the following expected behaviors while at any organized team function:

- Show and promote a respectful attitude to the team and its coaching staff, adults associated with the team, fellow teammates, and yourself as a team member.
- Exemplify good sportsmanship at all times.
- Represent the Fox Valley WAVE Swim Team to a higher standard when involved with team related activities.
- Athlete and coaching staff use of illicit drug use, smoking, and the use or purchase of alcoholic beverages during team related activities is unacceptable.

## **PART 2 – VIOLATION OF THE CODE OF CONDUCT**

Any team member found to be in violation with the Fox Valley Wave's Code of Conduct Expectations may be subject to penalty at the discretion of the head coach and/or the Parent Board of Directors. In some instances, the following consequences may be enforced:

- Swimmer may be scratched and sent home immediately from practice, swim meet or team event, at the expense of the parent and/or swimmer.
- Swimmer may be suspended from the team and all its activities.
- Swimmer may be banned from future meet sign ups and team registration.
- Swimmer may be subject to other disciplinary actions deemed appropriate.

## **LIABILITY WAIVER**

By registering my child(ren) with the Fox Valley Wave Swim Team, I agree to participate (or allow my child(ren) and family members to participate) in the Fox Valley Wave Swim Team, and hereby release Fox Valley Wave Swim Team, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Fox Valley Wave Swim Team program, including travel to and from training sessions, swim meets or other scheduled team activities.

By joining Fox Valley WAVE Swim Club, I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) am participating in the Fox Valley Wave Swim Team program.

## **PHOTO RELEASE AGREEMENT**

By joining Fox Valley WAVE Swim Club, I certify that I am the parent or legal guardian for my child(ren).

By joining Fox Valley WAVE Swim Club, I hereby give my permission to The Fox Valley Wave Swim Team (The Wave) to publish photographs taken of my child(ren), and his/her/their name(s), for use in the WAVE's printed publications and website.

By joining Fox Valley WAVE Swim Club, I acknowledge that since my child(ren)'s participation in publications and websites produced by The Fox Valley Wave Swim Team is voluntary, I (we) will receive no financial compensation.

By joining Fox Valley WAVE Swim Club, I further agree that my child(ren)'s participation in any publication and website produced by The Fox Valley Wave Swim Team confers upon me no rights of ownership whatsoever. By joining Fox Valley WAVE Swim Club, I agree to release The Fox Valley Wave Swim Team, its contractors, directors, officers, agents, coaches and its employees from liability for any claims by me or any third party in connection with my participation.

By joining Fox Valley WAVE Swim Club, I understand that if I DO NOT want my personal information shared with logged on registered swim team members, I am responsible for changing my settings on the "My Account" page, under "Member Search" to read "No, I do not want to participate".

## **MEDICAL RELEASE**

By joining Fox Valley WAVE Swim Club, I certify that I am the parent or legal guardian for my child(ren).

By joining Fox Valley WAVE Swim Club, I hereby give my permission for any supervisor, coach or other team administrator associated with the Fox Valley Wave Swim Team to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness.

By joining Fox Valley WAVE Swim Club, I recognise that I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

By joining Fox Valley WAVE Swim Club, I hereby waive, release and forever discharge Fox Valley Wave Swim Team and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Fox Valley Wave Swim Team activities, whether or not damages or loss is due to negligence.

By joining Fox Valley WAVE Swim Club, I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

## **CONCUSSION WAIVER**

By registering my child(ren) with the Fox Valley Wave Swim Team, I confirm that my child(ren) and I hereby acknowledge having read the concussion fact sheet available under the Docs tab available on our home page about the signs, symptoms, and risks of sport related concussion. We also acknowledge our responsibility to report to coaches, parent(s)/guardian(s) any signs or symptoms of a concussion.

We certify that we have read, understand, and agree to abide by all of the information contained in the aforementioned fact sheet. We further certify that if we have not understood any information contained in this document, we have sought and received an explanation of the information prior to signing this statement.

## **ELECTRONIC COMMUNICATIONS POLICY**

By registering my child(ren) with the Fox Valley Wave Swim Team, I confirm that my child(ren) and I have read and agree to abide by the Fox Valley Wave Swim Team Electronic Communication Policy written below.

**PURPOSE:** The Fox Valley Wave Swim Team (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

**GENERAL CONTENT:** All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use.
- Sexually oriented conversation; sexually explicit language; sexual activity.
- The adult’s personal life, social activities, family personal issues.
- Inappropriate or sexually explicit pictures.

**NOTE:** Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

**FACEBOOK:** The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

**TWITTER:** Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

**TEXTING:** Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes.

**EMAIL:** Athletes and coaches may use email to communicate but must adhere to the professionalism policy.

**DISCONTINUING ELECTRONIC COMMUNICATIONS:** The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.



## **ADDRESSING BULLYING POLICY**

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

**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 coach, parent(s)/guardians, board members, or other team mates.
- If uncomfortable talking with the above; email the above people.
- If unable to email with the above; write a letter to the above people.
- 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 OUR TEAM HANDLES BULLYING:** If bullying of any kind is taking place on our team, it will be stopped and addressed immediately with the following steps:

- 1) Intervene and separate those involved making sure everyone is safe.
- 2) Find out what happened and discuss the situation with supporting staff.
- 3) Take appropriate action. Bullying is a breach of our team's code of conduct and will be dealt with as such.

If you have any questions or concerns about this policy, or would like to report an issue happening, please email the head coach ([headcoach@foxvalleywave.org](mailto:headcoach@foxvalleywave.org)).

## **TEAM TRAVEL CODE OF CONDUCT**

On occasion, swimmers participate in events and meets without their parents in attendance. When the Fox Valley Wave Swim Team (The Club) designates such an event or meet as a "Team Travel" event, then all swimmers who attend must travel with the team and adhere to the following Travel Code of Conduct.

Each team member is reminded that when traveling on team trips, competing in meets, and attending other swim team related functions, you are representing both yourself and the Fox Valley Wave Swim Team program. Your behavior must positively reflect the high standards of the Club.

### **GENERAL GUIDELINES:**

- All swimmers and chaperones traveling with the team must attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches and/or their designees will establish warm-up times and other trip-related timetables as needed. Being prompt and on time is essential.
- All swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, restaurant, or any other place at which the team has gathered without the permission of a coach or chaperone. Any exception to this rule must be jointly approved by the Coach on site and/or their designees.
- Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from the trip at the parents' cost.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are to refrain from inappropriate physical contact and inappropriate language.
- The underage use or purchase of drugs other than those prescribed by your physician, alcoholic beverages or tobacco products is unacceptable by any swimmer, coach or chaperone at any time.

- When group meals are contracted with a hotel or restaurant, all swimmers and chaperones on the trip are expected to participate in and share the cost of these meals, including gratuities.
- When visiting public places such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons. 13 years of age and under athletes must be accompanied by a chaperone.
- If a Fox Valley Wave swimmer would like to return with his/her parents, he/she may leave if the event or his/her meet is over and permission is granted by the Coach and/or his designee). However, the swimmer is still responsible for full round-trip transportation costs.

### **TRANSPORTATION:**

- When traveling by car or van, swimmers must wear seat belts and remain seated at all times.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

### **HOTEL REGULATIONS:**

- Male swimmers, coaches and chaperones are not allowed in female swimmers' hotel rooms, nor are female swimmers, coaches and chaperones permitted in male swimmers' hotel rooms, (of our team or any other), unless a chaperone/coach has granted permission (e.g., for a small group of swimmers to watch a movie). Hotel rooms with mixed group activities must have the doors open at all times.
- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with

athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).

- Swimmers must stay in the hotel room assigned to them. Swimmers may not change rooms or roommates without authorization from a coach, or designated chaperone.
- All swimmers are expected to strictly adhere to the curfew established. At curfew, all lights, TVs, and all electronic equipment must be turned off. There is to be no telephone or cell phone use, including texting, Skype, FaceBook, twitter, etc., after curfew.
- Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours.
- Use of the hotel telephone is prohibited except in an emergency. There shall be no incidental room charges allowed (movie rental/room service).

### **FORMS:**

- All release forms must be signed prior to the trip.
- Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **CHAPERONES:**

- Chaperones must agree to fulfill their responsibilities to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones, unless approved by the coaching staff.

Violation of the Fox Valley Wave Swim Team Travel Code of Conduct will result in disciplinary action, including the possibility of being scratched from a competitive event(s), being sent home from the meet/trip at the expense of the swimmer's family, suspension from the team, suspension from future team travel for a specified period of time, or dismissal from the team. In addition, and in accordance with the USA Swimming Code of Conduct, the Fox Valley Wave Travel Policy includes, but is not limited to, the following:

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USA Swimming Code of Conduct 305.5.A)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Code of Conduct 305.5.B)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (USA Swimming Code of Conduct 305.5C)
- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (USA Swimming Code of Conduct 305.5.D)
- All athletes and parents will acknowledge agreement and understanding of the Fox Valley Wave Swim Team Code of Conduct and Travel Code of Conduct.

I have read and understand the Fox Valley Wave Swim Team Travel Code of Conduct and, by this signature, agree to abide by it.

Parent or Guardian Signature Date \_\_\_\_\_

Swimmer's Signature Date \_\_\_\_\_