



*MAKO AQUATICS*

**HANDBOOK**

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## WELCOME TO MAKO AQUATICS

Welcome to Mako Aquatics! Whether this is your first season with us or you are seasoned veteran of our program please take a few minutes to read or re-read the below as I share my thoughts on why our sport and our program are important to myself, our staff and our athletes.

As I outline in my talks with the athletes; I stress the challenges they will face, the opportunities to learn and that this is THEIR sport, THEIR swimming, and from my observations, most rise to the challenge. They represent Mako Aquatics with respect and honor by competing at their highest levels. Supporting each other during the many highs and lows that come with each meet and season, will not only take Mako Aquatics to new heights, but will also build the character of each of them for the future, in and out of the pool. No season will be perfect – there will be illnesses, injuries, DQs, slipped feet, and missed turns, to name a few, but as with life nothing is without challenges and the unexpected is what ultimately makes us stronger if we take what we learn from our challenges and respond in new and more productive ways.

In conversations I regularly have with fellow coaches a common theme is heard from them regarding the athletes in our programs. Trust in yourself, teammates, and coaches. Enjoy the moment, the road is a long one, and appreciation is essential each step of the journey. The highs are never final, and the lows are never fatal. Sometimes it takes years, other times, just few minutes or hours can turn lows into highs. Faith and enthusiasm in what you do must be a daily goal. While each of us can struggle to make that a reality that goal cannot be lost. In the end, we can't get bogged down in specific outcomes, they are all just points in time along the journey. Coaches, parents, teammates, and even the competition help to support this path, but as individuals we all must execute each step, and misstep, alone.

Our athletes have several years remaining on their swimming horizon. It is amazing what can happen in just a year, not to mention the possibilities as they continue to grow both physically and mentally as they move toward high school, college and beyond. Personally, I look forward to accompanying this great group of athletes through the countless highs and lows that lie ahead. My trust, enthusiasm, and faith in them remains strong. I probably have not said it enough but we have a terrific, dedicated team and moving forward, we must learn from the past to build our future. There is a great article on the USA Swimming website that I strongly encourage everyone (parents and athletes) to take some time to read as you evaluate the past season and begin the new. [Building Your Mental Toughness Toolbox: Mastering Disappointments and Failures by Dr. Alan Goldberg](#). As I conclude this introductory message, I want to leave you with one last thought. It is the Hawaiian word Ohana. Ohana is the concept of a larger family that is not necessarily connected by blood. A person's ohana can be their best friends, neighbors, or anyone else who is special in their life. The people within it are connected by genuine compassion, respect, support, and loyalty for each other. There is work to be done, work that we, as ohana, must undertake with even greater faith, enthusiasm and commitment. Thank you for joining Mako Aquatics and I look forward to making this journey with all of you in support of the athletes, staff and program.

Mahalo,  
Bob

**HISTORY**

Hudson Area Swim Association, Inc. was established in 1989 as the competitive swimming organization for Hudson, WI and surrounding area families. In April 2018 Hudson Area Swim Association, Inc. changed its dba from HASA to Mako Aquatics. This Handbook serves to introduce families to Mako Aquatics. It focuses on: (i) an orientation to the team; (ii) improving awareness of how we are organized; and (iii) what we may expect from each other (*Swimmers, Coaches & Parents*). It also seeks to inform and advance awareness of competitive swimming, while introducing the elements of swimming culture, including Safe Sport. The Mako Aquatics Program seeks to support all levels of competitive swimmers. A swimmer's success and fulfillment follows from commitment to their goals; self-discipline & dedication to improvement; and most importantly - enjoying swimming for all the reasons important to them, throughout their Mako Aquatics experience.

**MISSION STATEMENT** [Why We Exist & Who We Are] - *We are committed to creating an aquatics program that provides a quality, competitive and safe swim environment and at every level emphasizes individual and team growth. We are committed to excellence and improvement through an appreciation and knowledge of the sport by teaching self-discipline, leadership, and sportsmanship to our athletes.*

*Protect. Strive. Commit. Accomplish*

**VISION** [What We Want to Be] – *We are committed to a program where Novice through nationally ranked swimmers enjoy a great swimming experience from a premier USA Swimming organization.*

**VALUES** [What We believe in & How We'll behave]:

- *Swimming may be a life-long source of fulfillment and enjoyment*
- *All members of the Mako Aquatics Community are respected & valued for our common commitment to excellence, character & integrity.*
- *Mako Aquatics is a Community of athletes, coaches & families bigger than any one person - we are committed to a safe & healthy environment for everyone.*
- *Every Mako Aquatics Athlete is an individual, with personal goals & aspirations, who we'll support throughout to: build self-confidence; succeed & measure progress by their metrics, and on their terms.*
- *Success through commitment, learning from experience & building on progress.*

**STRATEGY** [Our competitive game plan (to achieve our goals)] - We'll seek to:

- *Recruit & retain the best Coaching Staff*
- *Support & encourage our athletes to strive for excellence, realize their full potential and celebrate being part of Mako Aquatics*
- *Be the swim club of choice for families in Western Wisconsin & surrounding communities*

## Core Objectives & Goals

We believe swimming prepares our team members with the lessons needed to succeed in life. Our aim is to:

- Promote swimming at all levels as a lifelong activity.
- Instill the self-discipline, goal-oriented behavior, and efficient time management required to excel in competitive swimming.
- Make swimming fun for all team members – from novice beginners to national-level competitors.
- Foster teamwork, team camaraderie and team spirit.
- Promote athletic excellence and outstanding personal achievement.
- Promote the physiological and psychological benefits associated with swimming.
- Incorporate families in team activities.

Mako Aquatics participates in both Minnesota Swimming & USA Swimming-sanctioned Meets throughout the year. The following outline our approach to competition:

- We emphasize competition with oneself - winning awards is not our primary goal - the athlete's improvement towards their established goals is our primary objective.
- Sportsmanlike behavior is expected throughout competition and valued equal to the athlete's overall performance. Mako Aquatics Coaches will teach responsibility, integrity & how to behave like a champion, regardless how an athlete swims. Respect for coaches, officials, teammates and other competitors is expected throughout.
- Swimmers are coached to set realistic, yet challenging goals, and relate those goals to both their training & their overall commitment to their swimming.
- Swimmers are prepared & encouraged to compete in all swimming events, distances, and strokes to enable versatility, while encouraging each athlete to explore across the spectrum of meet events. Oftentimes, a swimmer's "best" stroke changes as they mature physically and their skills advance.
- Swimmers may not scratch events or leave a meet without prior approval from their Coach. Otherwise, the athlete jeopardizes their opportunity to participate in relays.
- The Coach's role includes deciding what's best for the team in all competitive situations.

## COMMUNICATION

### Website

Mako Aquatics website ([www.makoaquatics.com](http://www.makoaquatics.com)) is updated periodically and includes virtually all information about the team, recent news and ongoing activities. The Mako Aquatics website, email and text are the primary sources of information and communication tools for the Mako Aquatics Board and Coaches. Refer to the Mako Aquatics Electronic Communication Policy

### Social Media

Mako Aquatics encourages members/followers to post comments/tweet on the social media platforms however, they must not comment on or disclose any information which is confidential or private. Additionally, posts should not contain inappropriate language or images; bullying will not be tolerated and such posts are subject to removal by the administrator.

The following will apply to the Mako Aquatics Facebook page, Twitter and Instagram accounts:

- These are tools of communication from Mako Aquatics to the world about our swim team. Be positive at all times!
- Posts may not happen every day but will happen at least a few times a week and will be communication tools to announce last minute practice changes or cancellations, onsite meet updates, etc.
- There will be a link to the Mako Aquatics Facebook page, Twitter and Instagram accounts on our website and in the signature of coach and board member emails.

### Facebook

The Club has an official Facebook page that athletes and their parents can “like” for information and updates on team-related matters. Coaches are required to set their pages to “private” to prevent athletes from accessing the coach’s personal information and “friend” requests from athletes will not be accepted and coaches and athletes are not permitted to “direct message” each other through any social media platform. “Friend” requests from parents may be accepted at the discretion of a coach.

Members may post appropriate swimming related photographs and video in accordance with all Mako Aquatics Policies and subject to review and removal by administrator if determined to be in violation.

### Twitter

The Club has an official Twitter account that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches and athletes are not to follow each other individually on Twitter and are not permitted to “direct message” each other through any social media platform. Finally, coaches cannot retweet an athlete’s message post.

### Instagram

The Club has an official Instagram account that coaches, athletes and parents can follow for information and pictures on team-related matters. Coaches and athletes are not to follow each other individually on Instagram and are not permitted to “direct message” each other through any social media platform. Finally, coaches cannot retweet an athlete’s message post

### E-Mail

Coaches and Parents Board Members are accessible via e-mail. Email will often be an effective way to communicate or make appointments. Refer to the [“Coaches”](#) page on our website for Coach and Board email addresses.

### **Coaches**

The best way to speak with Coaches is to meet them after practice. At a practice, Coaches will typically be available for 10 minutes prior and after practice for questions & discussion. Please text or email the coach to let them know you would like to speak with them or sending a note to the coach with your swimmer can also be effective for sharing information or updating status. Parents are not permitted on deck during practice to have discussions with a Coach unless initiated by the Coach.

### **Newsletter**

A Mako Aquatics Newsletter may be published via email periodically. The Newsletter is utilized for: sharing new information; establishing expectations; as well as informing and educating. Please be sure to read the Newsletter if and when distributed.

### **Parent Liaisons**

The Parent Group Liaisons are a very important part of our team. They act as liaisons between the Mako Aquatics Coaches and Board of Directors and member families. They help members learn the “ins and outs” of club swimming and communicate team information to families. Each training group has a Parent Liaison who works closely with the Head Coach and the Board. The Parent Liaison(s) help with the following: New Parent Orientation, Group and Team Communications, Training Group Meetings, Activities, Coach assistance. Refer to the [General Mako Aquatics Info page](#) for a list of the current Liaisons.

## SWIMMING AFFILIATIONS

### USA SWIMMING, INC.

Mako Aquatics swimmers, coaching staff and officials are all members of USA Swimming. USA Swimming is a 300,000+ member organization, serving to promote the culture of swimming, by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education. Membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. USA Swimming is responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success. The National headquarters of USA Swimming is located at One Olympic Plaza, Colorado Springs, CO 80909-5770. You may visit the website at [www.usaswimming.org](http://www.usaswimming.org).

Mako Aquatics requires all swimmers to be members of USA Swimming as well as all Coaches, Officials and Board Members. Through affiliation with USA Swimming, Mako Aquatics receives insurance coverage and may participate in USA Swimming sanctioned events. The yearly membership fee is payable at the time of registration during the Short Course Season and for new members at any time they register. Membership runs from January 1 through December 31.

### MINNESOTA SWIMMING, INC. (MSI)

MSI is the statewide organization (LSC), and part of USA Swimming. MSI provides organization of volunteers to: conduct meets; develops & guides LSC resources; adjudicates rule disputes; and maintain records. More generally, Minnesota Swimming supports the growth and development of membership through educational initiatives, financial assistance and program development at all levels; to promote the sport, athletes and membership to achieve excellence in swimming Minnesota Swimming, Inc. is a local swimming committee of USA Swimming.

The MSI office is located at:

1001 W. Highway #7, Room 250  
Hopkins, MN 55305

Visit the website at [mns swim.org](http://mns swim.org) to learn more about meet information, state records, time standards, and upcoming events.

### UNITED STATES MASTERS SWIMMING (USMS)

U.S. Masters Swimming is a national membership-operated nonprofit that provides membership benefits to nearly 65,000 Masters swimmers across the country. These benefits include insurance, SWIMMER magazine, sanctioned events, and more. USMS and its 52 Local Masters Swimming Committees (LMSCs) provide direct support to more than 1,500 Masters Swimming clubs and workout groups. Structure and organization of USMS programs vary and are driven by factors such as pool availability, instructor or coach availability, community support, and finances.

Mako Aquatics requires all Masters swimmers to be members of USMS. Through affiliation with USMS, Mako Aquatics receives insurance coverage and may participate in USMS sanctioned events. [Register here](#)

### MINNESOTA MASTERS SWIMMING, INC. (MINN)

MINN is the statewide organization (LMSC), and part of United State Masters Swimming. MINN provides organization of volunteers to: conduct meets; develops & guides LMSC resources; adjudicates rule disputes; and maintain records. [Register here](#)

## **RESPONSIBILITIES**

### **COACHING STAFF**

A coach's job is to supervise the competitive swim program. The Mako Aquatics coaching staff is dedicated to providing a program for athletes that will enable them to learn the value of striving to improve oneself. Therefore, the coaches must be in total control in matters affecting training and competition.

- Sole responsibility for stroke instruction and the training regimen rests with the Mako Aquatics coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which meets Mako Aquatics swimmers may attend.
- The coaching staff also makes the final decision concerning which events a swimmer is entered into.
- At meets, the coaching staff will conduct and supervise warm-up for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance.
- The building of a relay team is the sole responsibility of the coaching staff.
- Mako Aquatics Coaches are constantly striving to improve the team through training, nutrition, physiological and psychological discussions and teaching swimmers to take ownership of their sport.

The values, integrity & character of Mako Aquatics is dependent on agreed upon roles and shared expectations of behavior. All Coaches are required to comply with Appendix K Code of Conduct: Coach now or as modified in the future to clarify our shared expectations.

### **Coaching Staff Questions, Issues & Concerns**

One of the traditional swim team communication gaps is that some parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or training group. Occasionally, an individual's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
- Discuss the matter first with the coach following the guidelines and preconceptions noted above.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is ultimately the one who can resolve the problem.

### **BOARD OF DIRECTORS**

Parents of all swimmers are members of the Mako Aquatics General Membership ("Mako Aquatics Community"). The elected Board of Directors is responsible for the administrative & necessary business functions of the club. In particular, the Board will focus to ensure the ongoing continuity of Mako Aquatics, as well as the Club's financial health and fulfillment of all commitments and obligations, as part of Minnesota Swimming & USA Swimming.

The values, integrity & character of Mako Aquatics is dependent on agreed upon roles and shared expectations of behavior. All Board members are required to be Non-athlete Members of USA

Swimming and to comply with Appendix J Code of Conduct: Applicable Adult now or as modified in the future to clarify our shared expectations.

Refer to the "[Coaches](#)" page on our website for a list of the current Board Members and their email addresses.

### **Board Meetings**

Board meetings are scheduled & conducted monthly. Parents are welcome to attend Board meetings.

## **PARENT**

### **Registration**

Mako Aquatics Calendar & Events are organized through two seasons per year, Short Course (September-March) and Long Course (April-August). Mako Aquatics provides online registration which must be completed only once unless suspending training from more than 2 months (other than during the High School Swim Season). Swimmers must be registered online or make other arrangements to register before participating in any Mako Aquatics events. New swimmers with no prior competitive swim team experience must be evaluated before registering. Evaluations will take place prior to the start of each season and periodically throughout the season. For more details on registration fees and evaluation dates, please see the Mako Aquatics website. Information on registration (fees, dates, etc.) is posted when available.

### **Volunteering and Parent Commitment**

With the exception of our professional coaches, Mako Aquatics is a volunteer organization. Hence, Mako Aquatics success & effectiveness is directly reflected in the commitment of its members. All Mako Aquatics families are required to contribute their time & talent to support team operations & community activities. Parents sign up to volunteer for meets or Mako Aquatics functions via the Mako Aquatics website; volunteer roles will be filled on a first come first serve basis. Volunteer communications will be sent via the Mako Aquatics website when an event is established. Opportunities to volunteer are available for Mako Aquatics hosted meets. Volunteer opportunities also include work on a Committee, as a Parent Liaison, membership on the Mako Aquatics Board of Directors, and/or as a Minnesota Swimming Official. Below is an outline of family requirements per family. Requirements are subject to change at discretion of the Board of Directors. Below is the current Mako Aquatics Volunteer Agreement:

The following conditions are part of your agreement to be a member of Mako Aquatics, and for your swimmer(s) to swim with Mako Aquatics. It is the intent of Mako Aquatics to host several meets each year. These meets are fundraisers for the club to help cover the cost of operations throughout the year, including keeping our fees affordable. They are a very important part of our annual budget.

- We acknowledge that there will be times when families are asked to work a meet that your swimmer(s) may not be eligible or able to participate, however, all families are required to work the Mako Aquatics -hosted sanctioned meets to ensure all swimmers have a consistent and outstanding meet experience. Mako Aquatics may also participate in additional meets during the year where families may be asked to be an on-deck timer or provide desserts/snacks. Participation in these meets is strongly encouraged but not required and does not count towards your member obligation.
- Each family is required to sign up and work at least two sessions per Mako Aquatics -hosted sanctioned meet. Meets typically run morning and afternoon sessions on both Saturday and Sunday. In the event we host a Prelim/Finals Meet or a Minnesota Championship Meet, you may be required to work one or two additional sessions.

- Even if your swimmer is not competing in the Mako Aquatics -hosted sanctioned meet(s), you are still required to fulfill the session work requirement for the meet.
- We need your participation at Mako Aquatics -hosted sanctioned swim meets; however, if you are not able to work at a meet, it is YOUR responsibility to find an appropriate replacement to work for you. It is your responsibility to cover your required sessions. We track volunteer hours through our website (and your individual accounts). Once logged in to your account will be able to track your hours. Any volunteer hours that have not been met will be billed at \$100/session. Mako Aquatics will bill your family account the month following the meet if the member obligation is not met.
- If a family cannot meet its required volunteer obligation by finding an appropriate replacement, it is the family's responsibility to contact the volunteer coordinator well in advance to determine if other duties can be assigned to meet the volunteer obligation.
- If you sign up to work a session and fail to show up to work that session, you will be billed for the missed session(s). The success of our meets is dependent on the physical presence of our volunteers; rather than the collection of the volunteer fee. Mako Aquatics has a reputation within Minnesota and Western Wisconsin for being one of the top venues for hosting meets. This is due to our excellent parents and volunteers.
- Job sign-ups will be available approximately three (3 weeks) prior to the meet on the website (under the specific meet on the Events tab) and will close three days prior to the start of the meet to ensure we have time to fill any open positions. Positions are filled on a first-come, first-served basis. All Accounts that are ACTIVE 60 days prior to a hosted swim meet are obligated to volunteer for the designated event. This means any member that leaves the team within 60 days of the designated meet or any new member that joins prior to the designated meet will be obligated to work the required sessions (or be subject to the volunteer fee if they fail to do so).
- In addition, Mako Aquatics may host various other fundraising campaigns for which volunteers are needed. Each family is expected to participate in all of our fundraising efforts.

The values, integrity & character of Mako Aquatics is dependent on agreed upon roles and shared expectations of behavior. All parents and Non-athlete members are required to comply with Appendix L Code of Conduct: Parent or Appendix J Code of Conduct: Applicable Adult now or as modified in the future to clarify our shared expectations.

## **SWIMMERS**

As a swimmer's level of ability increases so does his/her responsibility. Swimmers improvement takes a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to himself/herself. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group. Swimmers need to prepare themselves for a 100% effort each time they come to practice. Challenge yourself on a daily basis. Don't be afraid of the competition in practice and meets. Try to become the lane leader and motivate everyone in it. Practice consistency, observe proper training habits, this includes proper diet, rest and study habits. Swimmers will be required to bring specified training equipment to practice. It is the swimmer's responsibility to come prepared.

The values, integrity & character of Mako Aquatics is dependent on agreed upon roles and shared expectations of behavior. All swimmers are required to comply with Appendix I Code of Conduct: Athlete and other behavior policies now, or as modified in the future to clarify our shared expectations.

## PRACTICE

### Primary Practice Facilities

Hudson Middle School  
1300 Carmichael Road  
Hudson, WI 54016-7711

West St. Paul YMCA (AM TTh and Saturdays in the Summer)

150 Thompson Ave E  
West St Paul, MN 55118

### Practice & Attendance Policies

- Swimmers must be registered with the Mako Aquatics and have all fees paid prior to the start of the practice (excluding a 1-week trial). Swimmers not registered will not be allowed to participate.
- Swimmers should arrive a minimum of 15 minutes before practice so as to be on deck and ready to start practice. This is the time to get lanes in, headsets on and spend some social time with teammates so that we can start on time and make efficient use of the allocated time.
- Swimmers should make every effort to attend all of practice; this includes dry land.
- **Swimmers are to be picked up no later than 15 minutes after practice. MAKO AQUATICS WILL CHARGE MEMBER FAMILIES \$25 FOR IN 15 MINUTE INCREMENTS PAST THE 15 MINUTE MARK FOLLOWING THE CONCLUSION OF THE FINAL PRACTICE OF THE DAY.**
- For the swimmer's protection, parents should make sure a coach is at practice and that there is practice before leaving their child at the pool. Check the team website, email, text, Facebook and/or Twitter regularly for changes [www.makoaquatics.com](http://www.makoaquatics.com)
- If a swimmer is late for practice, it is our hope that the parent will text, email or send a note with the swimmer, explaining the reason for tardiness. If your swimmer must leave practice early, a parent's communication is required, e.g. note, email, text.
- The swimmer should plan to stay the entire practice. The last part of practice is often the most important. Also, announcements are often made at the end of practice.
- ***Parents are not allowed on the pool deck during practice due to insurance considerations. The team's insurance is null and void if anyone steps out on deck that is not a certified coach, USA Swimming member or acting in a designated volunteer capacity.*** Parents may observe practice from the stands at our indoor facilities. Please refrain from communicating with your swimmer during practice.
- Swimmers are to enter a school at the designated entrance and go directly to the locker room to change and proceed directly to the pool. Once changed, the swimmer should remain on deck until the practice is over. A swimmer found in any other part of the building could damage the club's relationship with the school and jeopardize future pool use.
- While at practice, the swimmer is the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without a coach's permission.
- Swimmers & family members are school guests and need to respect this privilege.
- Any damage to school property may result in financial liability to the swimmer's parents.
- Any damage may also result in the swimmer being asked to leave the team permanently.
- Each training group has specific attendance requirements appropriate for the objectives of that level. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. Mako Aquatics encourages younger swimmers to

participate in activities in addition to swimming. The coaches' expectation level to attend practices increases as swimmers move to higher levels.

- Attendance will be taken daily. If attendance expectations are not met for this may impact group movement/placement and for higher level groups, relay participation or attendance at elite level meets.
- Swimmers and parents should demonstrate self-control and respect to all parents, athletes, officials and coaches in the program. It is important that the coaches conduct practices without distractions from anyone. The coaches must have the swimmers undivided attention at all times. All swimmers are expected at all times to follow the oral and written directions and instructions of any coach or staff. Use of profanity or verbal abuse will not be tolerated. Misconduct and interference with the rights of others will subject the swimmer to suspension from the program.
- Practice schedules are posted on the website ([www.makoaquatics.com](http://www.makoaquatics.com)). Changes are posted in the group calendars on the website.
- **The official calendars are the Group Calendars on the website.**

## Mako Aquatics Group Descriptions

### INTRO/COMPETITIVE PREP (AGES 5-12)

#### Pups

Pups is the introductory level to MAKO and competitive swimming. Through the introduction of drills, skills, and basic competitive swimming fundamentals, our Pups are taught an appreciation of the sport of swimming and prepared to make the jump to our Developmental Bronze Training Group! 45 minute practices are offered 2-3 times a week. A minimum of 2 competitive strokes must be performed legally for 25 yards for entry into Pups. Ideal age (but not limited to) is 6-10 yrs of age.

**Emphasis:** The primary emphasis of the group will be on stroke development, start certification, drill progressions, lane etiquette, basic stability and coordination dryland and learning to use a pace clock.

**Attendance:** Strongly suggest regular attendance

**Meets:** Pups are encouraged to compete in at least one MAKO Hosted Meet. There will be additional meets available throughout the season as well

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### COMPETITIVE TRACK (AGES 6&UP)

#### DEVELOPMENTAL TRAINING GROUPS

##### Bronze (typical ages 8-12)

**Skill requirement:** Able to complete a legal 100 IM, start certification and freestyle flip turn

**Group emphasis:** The primary focus will remain on stroke development and refinement, drill progressions, lane etiquette, more advanced stability and coordination dryland, and pace clock usage. This group will begin to learn training techniques, swim short sets and practice starts and turns. Practices are 1 hour, offered up to 4 days/week, with 1-2 yoga session offered per week.

**Attendance:** Regular attendance is encouraged but there are no specific requirements.

**Meets:** Compete in at least 3 regular season meets is expected

##### Silver (Typical ages 8-12)

**Skill/performance requirement:** 10 and under "B" time in a minimum of 3 strokes and able to complete legal 100 of each stroke, 200 IM and backstroke turn.

**Group Emphasis:** Continued focus on proper stroke mechanics through drills and stroke correction while executing an increased swimming and kicking load. Group goals include consistent team behaviors, proper swimming etiquette, consistent practice attendance, meet attendance, and achieving USA Swimming "A" times. Practices are offered for 1 hour, up to 5 days/week, with 1-2 yoga session offered per week.

**Attendance:** 70% attendance is expected. Attendance will be taken and attendance records will be considered when selecting relays or making decisions regarding future group placement.

**Meet Requirement:** Compete in at least 4 regular season meets plus a qualified championship meet

## **AGE GROUP TRAINING GROUPS**

### **Gold (11-15, 10&u considered on an exception basis)**

**Minimum skill/performance requirement:** 11-12 "BB" time in a minimum of 3 strokes, legal swims in 100 of each of the competitive strokes & able to complete sets of 10 x 100 IM @ 1:50, 5 x 200 free @ 3:15

**Group Emphasis:** Designed for the advanced Age Group swimmers to be in an environment to elevate their commitment to their training while still focusing on mechanics in and out of the water and demonstrating a respectful and positive attitude at practices and swim meets to all team members as these swimmers are prepared to compete at Age Group Champs and become Zone qualifiers. This group generally trains 5-6 pool practices (1.5 hours/practice) and 1-2 yoga sessions per week.

**Attendance:** The expectation of this group is that they are competing at the Regional and State level with the goal of qualifying for the Zone Meet. **Attendance** at the offered practices is expected at a **no less than 70%**. Attendance will be taken and attendance records will be considered when selecting relays or making decisions regarding group placement.

**Meet requirement:** Compete in at least 5 meets and swim in the highest championship meet for which qualified

### **Junior Elite (11-14)**

**Minimum skill/performance requirement:** 11-12 "AA" time in a minimum of 3 strokes & able to complete sets of 10 x 100 IM @ 1:40, 5 x 200 free @ 2:50

**Group Emphasis:** This is the highest level 14&under competitive training group that Mako Aquatics offers. This group is designed for swimmers who have dedicated themselves to the sport of swimming, and are capable of consistently performing USRPT training sets in practice, working towards becoming Age Group Champ & Zone finalists. Designed for the Elite Age Group swimmers to be in an environment to elevate their commitment to their training while still focusing on mechanics in and out of the water. This high commitment group trains 6-8 pool practices and 2 yoga sessions per week.

**Attendance:** The expectation of this group is that they are competing at the State level and ultimately the Zone level. To compete at this level the commitment to the sport should begin to solidify and as such **attendance** at the offered practices is expected at a **no less than 80%**. Attendance will be taken and attendance records will be considered when selecting relays or making decisions regarding future group placement.

**Meet requirement:** Compete in at least 6 meets (SCS), 4 meets (LCS) and swim in the highest championship meet for which qualified

## **SENIOR TRAINING GROUPS**

### **Senior (15&up, High School Freshman not 15 considered on exception basis)**

**Minimum Skill/performance requirement:** 15-16 "B" time in a minimum of 3 strokes and minimally able to complete a set of 5 x 200 free @ 3 and 10 x 100 IM @ 1:40

**Group Emphasis:** Designed for Senior swimmers that have the ability, desire and commitment to continue and develop their competitive swimming career with our Team. Race specific training is done based on stroke and distance (i.e. 1650/1000 and 200 stroke USRPT sets, etc.) within this group. This group trains 5-7 pool practices a week and is offered 2 yoga sessions per week as well. The focus of this group is excellence at the MRC & State level.

**Attendance:** Swimmers are expected to maintain a **minimum of 70% attendance** at offered practices. Attendance will be taken and attendance records will be considered when selecting relays or travel meets. HS Girls must be back in the water by December 1st for this training group.

**Meet requirement:** Compete in at least 2 regular season meets during the SC Season (3 meets in the LC Season) and in a Championship Season Meet

Swimmers that do not meet the attendance and/or competition requirements for this group will be moved to the Flex Training Group

### **Senior Elite (15&up, ages 13-14 considered on exception basis)**

**Minimum Skill/performance requirement:** Individual Senior Champ qualifying times or 13-14 "AAA" in at least 3 events

**Group Emphasis:** This is the highest-level competitive group that Mako Aquatics offers. Recommended for swimmers 13 and over who participate in Sectional and National competitions with a strong emphasis on NCSA & USA Junior Nationals. This group also is focused on qualifying swimmers to be USA Swimming Scholastic All-Americans. This high commitment group trains 6-9 pool practices a week, 2 yoga sessions per week as well as a structured strength program. Swimming in college is another main objective of swimmers in this Group and assistance with the recruiting process will be provided. There is also an emphasis on service as well as giving back to and being leaders for Mako Aquatics.

**Attendance:** Swimmers are expected to maintain a **minimum of 80% attendance** at offered practices. Attendance will be taken and attendance records will be considered when selecting relays or making decisions regarding elite meet attendance. HS Girls must be back in the water by December 1st for this training group or immediately following the HS Season if swimming at a Winter USA Swimming National Meet.

**Meet requirement:** Compete in at least 6 regular season meets (HS swimmers - at least 2 regular season meets) and swim in the highest championship meet for which qualified (or as decided with the coaching staff). **All swimmers (and their parents) in this Training Group must attend a mandatory meeting to discuss the seasonal training/meet plan which includes identifying the season focus meet(s) and sign the Expectations and Code Agreement.**

## **FLEX/FITNESS TRACK**

### **Flex Senior (13&over)**

**Minimum skill/performance requirement:** 100 yards of freestyle with rotary breathing, 50 yards of both backstroke and breaststroke (in a substantially legal manner) and 25 yards of butterfly (in a substantially legal manner)

**Group emphasis:** Designed for the Middle School and High school aged swimmer who wants to develop their swimming skills without committing to the more rigorous 5-6 day a week training expected of Competitive Track Groups. Practices will typically be offered three times a week, meets are available but optional. This Group can serve as a great place to continue a swimmer's progress begun in their high school swim team, prepare swimmers for the next high school season, as cross-training for another sport or as a lower commitment fitness option. Swimmers in this group can also use this group as a springboard into the Competitive Track if they desire. There are no attendance requirements although swimmers are encouraged to attend as many practices per week as possible to maximize the benefits of training.

**Practice Sessions/Week:** Offered up to 4 days/week

**Meets:** Meets are available but optional. Swimmers in this training group are encouraged to swim in our Team Hosted meets but are not required or expected to compete. If a swimmer would like to compete in more than our Team Hosted meets they should transition into the Competitive Track. Swimmers in this training group will not be able to attend elite level meets even if qualified.

**Attendance:** Regular attendance encouraged

### **Flex Junior (12&under)**

**Minimum skill/performance requirement:** Able to complete 50 yards of each of the competitive strokes in a substantially legal manner.

**Group emphasis:** Designed for the Elementary and Middle School aged swimmer who wants to develop their swimming skills and experience swimming on a team primarily for fitness. Practices offered three times a week, meets are available but optional. This Training Group can serve as a great intro to the sport or as a springboard into Competitive Track. There are no attendance requirements although swimmers are encouraged to attend as many practices per week as possible to maximize the benefits of training.

**Practice Sessions/Week:** Offered up to 4 days/week

**Meets:** Meets available but optional. Swimmers in this group are encouraged to swim in our Team Hosted meets but are not required or expected to compete. If a swimmer would like to compete in more than our Team Hosted meets they should transition to the Competitive Track.

**Attendance:** Regular attendance encouraged

**The Coaching Staff will make all final determinations regarding group assignments.**

## **SWIM MEET INFORMATION**

### **Meet Schedule**

Each season's meet schedule is posted on the website.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available to their classification level.
2. On an average, we want all team members to compete once every three to four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification are scheduled as close as one-two weeks apart or as far as one month apart. This happens when the meets available to us offer no other alternative.
3. The coaching staff reserves the right to make the final decision concerning which meets Mako Aquatics swimmers will attend.

### **Meet Entry Procedure**

Every family, once registered, will receive login information for the Mako Aquatics website. To register for a swim meet go to the Mako Aquatics website and login. Once logged in click the Meet/Events tab and click the attend event button for the meet you wish to attend. At this point click the swimmers name you wish to enter in the meet. After clicking the swimmers name you will use the drop-down menu to say yes I wish to attend this event. If there are events listed feel free to pick your swimmers events (remember coaches reserve the right to make changes). If you can only swim on a day or two of a meet please indicate this by writing a note in the note box found on the meet/event declaration page. Once complete click the save changes button and you are signed up!

### **Meet Fees**

Every family has a Team Unify Billing account that will be charged meet entry fees throughout the season. Families are encouraged to set up auto pay to make the collection of meet fees as easy as possible. For questions about auto bill pay please see the Mako Aquatics Website under "My Account" or under Help & Training on the left side of the website. Meet entry fees are not refundable when an athlete is entered in a meet but does not swim. All swimmers entered in a meet are expected to be available to swim relays. A swimmer who scratches a relay for any reason other than illness will pay the entire cost of the relay unless a suitable substitute can be found.

### **Championship Meets**

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the Championship meet is a special experience and extremely important in the athlete's development. The coaching staff believes that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at swim meets. Our swimmers learn they swim faster at the Championship meets than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career. Qualifying for the State Championships is not the ultimate goal. It is a seasonal goal that could lead to Zones, Speedo Sectionals, Senior Nationals, and beyond. Making the "qualifying time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure parents, swimmers and coaches, are laying the foundation for the best possible experience at the Championship meet.

### **Uniform/Equipment**

All swimmers are expected to purchase and wear the Mako Aquatics team swimsuit and, if a cap is worn, the Mako Aquatics team cap at all meets. Other uniform/equipment is available and should be worn for team identity and pride, but is not required (except for National Team members). For

practices, swimmers need suits, caps, goggles, and other training equipment as mandated by the coaching staff (see appropriate training group description for equipment requirements). In an effort to further build the identity of a Mako Aquatics Community; if a cap is worn during practice only the following caps may be worn: Mako Aquatics, plain or “design” caps are permitted; **NO OTHER TEAM'S CAP MAY BE WORN.** As soon as you receive your equipment **PUT YOUR NAME ON IT.** The team is not responsible for lost or stolen equipment. Mako Aquatics is sponsored by TYR, as such you are encouraged to purchase TYR branded items when needs arise and are available. All equipment and apparel should be purchased through our team vendor, Elsmore. Check the team website for equipment information and the link to Elsmore. Mako Aquatics receives a 5% credit (which we use for team purchases) on all purchases made through the Elsmore link found on our website. Please use this link whenever possible. If purchasing in the physical Elsmore store please inform them that you are with Mako Aquatics to ensure credits are applied for our TYR contract as well.

## Meet Preparation

### Before the Meet:

- Make sure to attend all meets you have signed up for! You will be billed for all meets that you sign your swimmers up for. If your swimmer is sick please text or email Coach Bob or Coach Jennifer. Remember they will be at most meets so they may not get back to you so leave a message!
- Be sure to check your swimmers meet entries at least a week before the meet online by logging in and clicking the attend event button to see what events your swimmer was approved to swim. **(The posted entry document may not be the final entries so log in and review the approved entries for your swimmer)**
- Have your swimmer eat a healthy meal at least one hour before the meet starts! Meets usually last at least 4 hours and it is important to be fueled!

### What to Bring to the Meet:

- Packed in a meet swim bag- Team Cap (get a cap with your name on it), 2 pairs of goggles, 2 towels, team suit and team shirt
- Warm-ups or sweats to stay warm between events
- Sandals or deck shoes to keep feet off of the cold and dirty pool deck
- Extra towel or something to sit on during a meet in team area
- Cards or another quiet activity to do between events (parents, it is recommended that you bring something for you to do during a meet as well).
- Gatorade or Water Bottles and other healthy snacks. Pasta, Granola Bars, Power Bars, Fruits and Vegetables are great meet snacks! Most meets have concession stands so money would also be good!

### What to do Upon Arrival to a Meet:

- Be sure to be on deck 15 minutes before the start of warm ups
- Set up your space within the team area. Some meets we will be in bleachers, gyms or on the pool deck so be prepared!
- Be ready to warm-up with a practice suit (not your meet suit)
- Relays will be announced as quickly as coaches can get them done, be sure to check if you are in a relay!
- At the end of warm-ups stay in the team area. We will get heat sheets and will get this information to swimmers before the meet starts. Coaches will not go searching for swimmers if they are sitting with mom and dad or in the locker room or at the concession stand!

### During the Meet:

- Swimmers are to stay in the team area until they head behind the blocks for their race. Swimmers can talk to coaches before they go behind the blocks or do what they need to do to prepare for a race!
- AFTER A RACE SWIMMERS NEED TO SEE THEIR COACH TO GET FEEDBACK! This is the time for swimmers to learn about their swims and what we will work on with them going forward!
- Parents are not allowed on deck during a meet unless they are working or volunteering
- Coaches are not available to anyone but swimmers during the meet. Please contact coaches after meets or after practice for any questions or concerns!
- We would like to see our parents sitting together in the stands, in MAKO AQUATICS apparel cheering MAKO AQUATICS Swimmers on!
- BE POSITIVE AND SUPPORTIVE OF YOUR SWIMMERS! Let the coaches worry about the swims be there for your swimmer!
- ***Podium Awards Presentation: All Mako Aquatics swimmers receiving awards through a "Podium" presentation are expected to minimally wear either a Mako Aquatics team warm up jacket or Mako Aquatics team t-shirt on the podium.***

**After the Meet:**

- Clean up after yourselves! We ask all swimmers and parents to pick up after themselves!

## APPENDIX A

### Board of Directors Code of Ethics and Confidentiality Policy

#### Code of Ethics and Confidentiality:

In order to encourage and foster open and candid discussion at its meetings, the Board of Directors of Hudson Area Swim Association, Inc. dba Mako Aquatics ("MAKO") believe confidentiality must be maintained. Therefore, it is the policy of the Board of Directors of MAKO that each director and staff member shall keep confidential any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board members are free to discuss the result of Board action items, disclosing any information concerning the discussion of such items during the Board meeting is prohibited. Board members acknowledge that any violation of this policy could cause harm to MAKO and frustrate Board deliberations. Therefore, any Board member who violates this policy shall be subject to termination of his/her Board position and possible termination as a member of MAKO. In order to ensure compliance with applicable laws and to protect MAKO, its members, officers, directors, and staff from potential legal problems regarding conflicts of interest and violation of fiduciary obligations, MAKO endorses and adopts the following statement of policy:

#### I. Duty of Loyalty

Among the fiduciary obligations of an officer, director, or staff member, or committee member of a non-profit corporation is a duty of loyalty to the non-profit corporation. This includes supporting, and not opposing directly or indirectly or taking any other stance against, the policies and positions duly adopted by MAKO's Board of Directors. As representatives of MAKO, officers, directors, staff, and committee members are obligated to maintain this duty of loyalty in all manner of activities during their terms of office. This duty of loyalty is not intended to, nor should it; discourage debate within Board or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberation process.

#### II. Confidentiality of Board Discussions and Board Documents

In order to encourage and foster open and candid discussion at its meetings, the Board of Directors of MAKO believes confidentiality must be maintained. Therefore, it is the policy of the Board of Directors of MAKO that each director and staff member shall keep confidential any and all information relating to discussions at its meetings, including any and all materials, e.g., correspondence, reports, etc., unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board and staff members are free to discuss actions adopted by the Board, disclosing or distributing any information concerning the discussion of such items during the Board meeting is prohibited.

#### III. Conflicts of Interest

Another fiduciary obligation of a non-profit corporation officer, director, staff, and committee member is to avoid "conflicts of interest". A "conflict of interest" is generally defined as a transaction in which, because the individual is, either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual's fiduciary obligations to the non-profit corporation and the individual's personal or business interests. To avoid potential conflict of interest problems, MAKO implements the following procedures:

1. In any transaction involving MAKO and a MAKO officer, director, staff, or committee member, and any corporation, partnership or other entity in which an individual is an officer, director, staff, or committee member has or expects or intends to have a financial or other beneficial interest, such individual, prior to any discussion or decision concerning the transaction, shall fully disclose to the MAKO Board the material facts of the transaction and the individual's interest or relationship.

2. Upon such disclosure, the individual shall take no further part in the meeting during which time the proposal is considered and voted upon.
3. After receiving such disclosure, prior to approving the transaction, the Board or must conclude that the transaction is “fair to MAKO” and must approve the transaction without the participation or the vote of the interested individual.
4. The interested individual's presence at the meeting may be counted in determining whether a quorum of the Board is present, but that individual shall not vote on the transaction.

#### **IV. Fiduciary Obligations as to MAKO Opportunities**

Another fiduciary obligation prohibits an officer or director of a non-profit corporation from seizing a "corporate opportunity" for his or her company's benefit or his or her personal benefit.

This means that such an individual may not take advantage of a business opportunity in which the officer or director knows MAKO has a genuine interest and where such an opportunity would be consistent with MAKO’s purposes, mission and goals as a non-profit corporation. Further, if the officer or director becomes aware of such an opportunity, he or she is obliged to so inform MAKO and allow MAKO to act first.

#### **V. Participation in Deliberations and Actions**

In any case in which there is a question of loyalty, conflict of interest, or corporate opportunity raised, the officer, director or staff member shall not participate in the meeting for the entire time the matter is discussed and voted upon.

I have read and understand the above expectations for the position of Director for Hudson Area Swim Association, Inc. dba Mako Aquatics and agree to abide by this Code of Ethics and duty of confidentiality.

## APPENDIX B

### BULLYING, HARASSMENT AND HAZING POLICY

It is the policy of Mako Aquatics to provide an environment free from harassment, bullying and hazing. As an organization, we are committed to protecting our members from any form of physical or verbal abuse. A member of Mako Aquatics is defined as a swimmer, parent/guardian/legal representative or siblings.

#### Definition of Harassment

Harassment includes any unwelcome verbal or physical conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender, economic status, disability, religion, religious affiliation or sexual orientation and that creates an intimidating, hostile or offensive environment. Although harassment that creates a hostile environment may take many forms, some examples include name calling and other derogatory comments, jokes, gestures or looks, posting or distribution of derogatory pictures, notes or graffiti, blocking, pushing, hitting or other forms of physical aggression.

#### Definition of Bullying

Bullying includes aggressive, negative physical or verbal conduct by one person toward another who reasonably perceives the conduct to be intimidating. Bullying most often will occur when a person asserts or attempts to assert physical or psychological power over, or is cruel to, another person who may be perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling and other physical or verbal conduct of a belittling or browbeating nature. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- causing physical or emotional harm to the other member or damage to the other member's property;
- placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- creating a hostile environment for the other member at any USA Swimming activity;
- infringing on the rights of the other member at any USA Swimming activity; or
- 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).

#### Definition of Hazing

Hazing is an act that subjects an athlete to physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual athlete or group of athletes for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

#### Regulations

- It shall be a violation of the Mako Aquatics Policy for a Mako Aquatics member, coach or other non-athlete member or volunteer to harass, bully or haze another Mako Aquatics member, coach or other non-athlete member or volunteer based on race, color, religion,

gender, national origin, age, sexual orientation, or disability, or to engage in conduct which would contribute to such actions.

- It shall also be a violation of the Mako Aquatics Policy for a Mako Aquatics member, coach or other non-athlete member or volunteer to retaliate against an athlete or their family for instituting a good-faith complaint of harassment, bullying or hazing, or for a Mako Aquatics member, coach or other non-athlete member or volunteer to complain of harassment, bullying or hazing without a good-faith basis.
- Mako Aquatics member, coach or other non-athlete member or volunteer who violate the policy will also be subject to appropriate discipline in accordance with any specific Mako Aquatics Code of Conduct up to and including expulsion.
- Mako Aquatics member, coach or other non-athlete member or volunteer may be disciplined for acts of harassment, bullying or hazing occurring at or away from Mako Aquatics and/or outside of Mako Aquatics hours in the same manner they are otherwise subject to discipline for acts that violate Mako Aquatics policies when acts could:
  - Affect the club climate or atmosphere; or
  - Affect the peace, health, safety, or welfare of athletes, coaches, or any other personnel; or
  - Disrupt or interfere with Mako Aquatics or Mako Aquatics activities.

Any violation is subject to suspension or recommendation for expulsion in line with Appendix F – Grievance Procedures.

## APPENDIX C

### DISCIPLINE POLICY

Should any Mako Aquatics member's behavior disrupt a program, or in any way endanger him/herself or another Mako Aquatics member, the Mako Aquatics Head Coach shall have authority to restrict and/or prohibit participation for a period not to exceed one week to ensure no immediate harm or disruption. The member (athlete and parent/guardian) shall be notified and provided a written substantiation for the suspension. Beyond situations of concern for immediate harm or disruption; the procedure for handling complaints of harassment, bullying, hazing, other behavior in violation of an athlete, parent, coach or board member code of conduct or violation of a Mako Aquatics Policy are subject to the Grievance Procedure.

Types of behavior that would warrant immediate action under this Policy include, but are not limited to the following:

- Fighting or physical abuse
- Verbal abuse of an athlete, parent, coach or official.
- Inappropriate language or statements made to or about an athlete, parent, coach or official via any social media outlet.
- Behavior undermining the coach, chaperone or other representative of Mako Aquatic's responsibilities or the integrity and character of the Mako Aquatics Community. Examples include:
  - Refusal or intentional failure to follow instructions to ensure the safety of participants
  - Failure to remain on the premises during team events without receiving permission to leave
  - Misuse or abuse of property/equipment, including team or rental property/equipment
  - Possession of alcohol, cigarettes (including electronic) or drugs

## APPENDIX D

### ELECTRONIC COMMUNICATION POLICY

#### PURPOSE

Mako Aquatics (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 non-athlete member of Mako Aquatics 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 Safe Sport and the Minor Athlete Abuse Prevention Policy (MAAPP). Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional (refer to specific communication expectations as outlined in the MAAPP and Mako Aquatics Codes of Conduct).

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

- Open and Transparent - Absent emergency circumstances, if an adult with authority over a minor athlete needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete’s parent/legal guardian must be copied. If a minor athlete communicates to the adult (with authority over the minor athlete) privately first, said adult must copy the minor athlete’s legal guardian on any electronic communication response to the minor athlete.
- When an adult with authority over minor athletes communicates electronically to the entire team, said adult must copy another adult. When possible use the TU platform (including OnDeck app) to communicate.

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club or by an adult subject to MAAPP. The club 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.

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.

Prohibited Electronic Communication - Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the 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” the club and/or LSC’s official page.

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

If electronic communication is initiated by athlete; responses should include another coach or parent/guardian and follow communication guidelines outlined above.

The guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?” With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

**Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

**Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

**Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

## **Social Media**

Mako Aquatics encourages members/followers to post comments/tweet on the social media platforms however, they must not comment on or disclose any information which is confidential or private. Additionally, posts should not contain inappropriate language or images; bullying will not be tolerated and such posts, if made on a Mako Aquatics account, are subject to removal by the administrator. All such posts should be considered violations of Mako Aquatics Policies and Codes of Conduct.

The following will apply to the Mako Aquatics Facebook page, Twitter and Instagram accounts:

- These are tools of communication from Mako Aquatics to the world about our swim team. Be positive at all times!
- Posts may not happen every day but will happen at least a few times a week and will be communication tools to announce last minute practice changes or cancellations, onsite meet updates, etc.
- There will be a link to the Mako Aquatics Facebook page, Twitter and Instagram accounts on our website and in the signature of coach and board member emails.

## **Facebook**

The Club has an official Facebook page that athletes and their parents can “like” for information and updates on team-related matters. Coaches are required to set their pages to “private” to prevent athletes from accessing the coach’s personal information and “friend” requests from athletes will not be accepted and coaches and athletes are not permitted to “direct message” each other through any social media platform. “Friend” requests from parents may be accepted at the discretion of a coach.

Members may post appropriate swimming related photographs and video in accordance with all Mako Aquatics Policies and subject to review and removal by administrator if determined to be in violation.

**Twitter**

The Club has an official Twitter account that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches and athletes are not to follow each other individually on Twitter and are not permitted to “direct message” each other through any social media platform. Finally, coaches cannot retweet an athlete’s message post.

**Instagram**

The Club has an official Instagram account that coaches, athletes and parents can follow for information and pictures on team-related matters. Coaches and athletes are not to follow each other individually on Instagram and are not permitted to “direct message” each other through any social media platform. Finally, coaches cannot retweet an athlete’s message post

**E-Mail**

Coaches and Board Members are accessible via e-mail. Email will often be an effective way to communicate or make appointments. Athletes, coaches or other adult members of Mako Aquatics may use email to communicate; when communicating with an athlete through email, a parent, another coach, or a board member must also be copied. Refer to the [“Coaches”](#) page on our website for Coach and Board email addresses.

## APPENDIX E

### FINANCIAL OBLIGATION POLICY

#### FEES

**Registration fees** \$50/swimmer non-refundable admin fee to help cover the cost of the ongoing maintenance fees associated with the website and to secure a spot on Mako Aquatics. This is a one-time fee unless the swimmer must “rejoin” following withdrawal or extended suspension of training (more than 2 months).

**Training fees** Mako Aquatics is a year-round competitive swim club. Although the swim year is divided into two seasons for meet purposes (short course or 25-yard pools and long course 50-meter pools) training fees are established on a fiscal year basis (September 1 – August 31) and are paid continuously on a monthly except for August (and as applicable during the High School Swim Season). Training Fees are non-refundable unless due to medical withdrawal. If withdrawn due to medical reasons a credit will be applied to the account and the swimmer will not have to “rejoin” if the injury/illness results in more than 2 months suspension of training.

**FINANCIAL ASSISTANCE:** Mako Aquatics wants to ensure that all swimmers that are eligible to join Mako Aquatics can do so regardless of family financial circumstances which is why we have established a scholarship program to help reduce the financial impact to families in need. If a family is interested in applying for a scholarship please contact Head Coach/CEO Bob Young or the Board President to begin the confidential process.

#### Additional fees or costs

All additional fees and costs are nonrefundable.

**Meet fees** are charged for every meet in which your swimmer is registered. You can see the fees for each meet by viewing the meet info included with each meet sign up. Meet fees will be billed as they occur and will be invoiced monthly. You will be billed for all meets you register for even if your swimmer does not participate in the meet due to illness, injury, or other circumstances.

**MSI/USA Swimming fee** is required and will be billed annually (October 1<sup>st</sup> or the first month following joining Mako Aquatics). MSI/USA Swimming membership provides limited, co-benefit accident and liability insurance for swimmers participating in supervised workouts and swim meets.

**Transfer fees** are required if transferring from one USA Swimming registered club to Mako Aquatics. If transferring you will need to select the “Transfer” registration fee during the registration process.

**Processing fees** are charged when you use your credit card or ACH and are “pass through charges” only. Each time you use your credit card you will be charged a 2.95% processing fee and a \$0.80 transaction fee (or such fee as charged to Mako Aquatics by our merchant services vendor). If you sign up for ACH processing, you will be charged \$1.75 ACH transaction fee each time your ACH account is charged (or such fee as charged to Mako Aquatics by our merchant services vendor).

**Equipment and apparel** are required for your swimmer. In order to create team unity, the team cap and TYR team suit are expected to be worn at meets. Each practice group is required to use specific equipment during practice. Each swimmer is required to supply their own equipment. You can see a list of equipment in group descriptions under the Team Information tab on the Mako Aquatics website. All equipment and apparel are available online through our team vendor Elsmore.

The **Volunteer agreement** requires that all swim families work during home meets and other fundraising activities. A copy of the volunteer agreement is available for viewing during registration and under the “Team Information” tab on the Mako Aquatics website. Your account will be billed \$100.00 per volunteer session missed at Mako Aquatics hosted swim meets if you fail to meet the volunteer requirements.

**Donations** for home meet concession sales are also recommended (and may be required). Mako Aquatics relies on the revenue generated from our home meets to help cover operating costs throughout the year. Concession sign-up sheets will be made available online two to three weeks before the meet.

## PAYMENT POLICIES

1. **REGISTRATION:** When you register, you will pay a \$50/swimmer admin fee to help cover the cost of the ongoing maintenance fees associated with the website.
2. **MONTHLY:** Your account must be set up in the billing system (separate from the Registration System) for Credit Cards or ACH. Monthly billing will begin September 1 for all registered by August 31, 2017. If you register September 1<sup>st</sup> or later you will be manually billed for that month and commence auto-billing the 1<sup>st</sup> of the following month (i.e. register September 2<sup>nd</sup> manually billed for September and then October 1 billing starts).
3. **HIGH SCHOOL GIRLS:** Girls swimming for their HS teams should be registered to guarantee a spot in their training group (monthly billing will begin on December 1).
4. **HIGH SCHOOL BOYS:** Boys swimming for their HS teams will have the following months suspended for training fees billing: December, January and February.
5. **NOTIFICATIONS:** Swimmers leaving the team or suspending their training (other than HS swimmers) must notify Head Coach/CEO Bob Young via email. **Fees due or refunds will be handled in accordance with the Mako Aquatics Financial Obligation Policy.**
6. **TRANSFERS:** If transferring from another USA Swimming registered club you will need to select the Transfer registration fee during the registration process and complete the Transfer Form and send into MSI (Mako Aquatics will be invoiced for the transfer fee so you only need to send in the form).
7. **Meet Fees and other charges:** Meet fees and other charges (i.e. equipment, banquet, outings, volunteer/fundraising fees, etc.) will be billed as they occur and invoiced monthly. **It is your responsibility to log in to your account on a regular basis to view and ensure your invoices are paid.**

PLEASE NOTE THAT NOTICE OF SUSPENDING TRAINING MUST BE PROVIDED TO HEAD COACH/CEO BOB YOUNG (ryoung1064@yahoo.com) BY THE 15TH OF THE MONTH PRIOR (i.e. not swimming January, must notify by December 15th) OTHERWISE YOU WILL BE BILLED AND PAYMENT COLLECTED FOR THAT MONTH. If a swimmer would like to suspend their training for more than 2 months (i.e. take the long course season off) they must register again and pay the \$50 admin fee to rejoin.

**Swimmers are not allowed in the pool until registration has been completed and the signed concussion form has been turned.**

## REFUNDS OR DISCOUNTS

### Swimmer Withdrawal

PLEASE NOTE THAT NOTICE OF SUSPENDING TRAINING MUST BE PROVIDED TO HEAD COACH/CEO BOB YOUNG (ryoung1064@yahoo.com) BY THE 15TH OF THE MONTH PRIOR (i.e. not swimming January, must notify by December 15th) OTHERWISE YOU WILL BE BILLED AND PAYMENT COLLECTED FOR THAT MONTH. If a swimmer would like to suspend their training for

more than 2 months (i.e. take the long course season off) they must register again and pay the \$50 admin fee to rejoin.

Training Fees are nonrefundable unless due to medical withdrawal, all other fees are non-refundable regardless of reason. Mako Aquatics encourages all swimmers to swim year-round.

### **Prorating, Discounts or reduced fees**

Prorating, discounts or reduced fees will not be given for practices missed due to vacations, other sports, brief illness, etc. (See suspension of training process). Registration fees must be paid in full even if your swimmer is unable to attend all practices.

### **Multi-swimmer family discount**

Mako Aquatics offers a discount on registration fees to families with two or more registered swimmers. This discount is for training fees only. Masters fees are not discounted.

### **OUTSTANDING BALANCES**

Invoices are generated on the 1st of each month, and auto pay accounts will be billed the 1st day of each month. Payments are considered late if not received by the 15th of each month. A \$15.00 late fee will be charged if payments are late. Members are responsible for monitoring and maintaining their accounts. The best way to avoid late fees is to ensure your account has an accurate credit card (non-expired) or bank account number on file.

**Invoicing/Billing System.** It is your responsibility to sign in to your account on a regular basis to view and ensure your invoices are paid each month. If invoices are not paid by the 15<sup>th</sup> of the month late fees will be charged. The best way to avoid late fees is to make sure your credit card or ACH bank account numbers are accurate and for credit cards, not expired.

**FINANCIAL ASSISTANCE:** Mako Aquatics wants to ensure that all swimmers that are eligible to join Mako Aquatics can do so regardless of family financial circumstances which is why we have established a scholarship program to help reduce the financial impact to families in need. If a family is interested in applying for a scholarship please contact Head Coach/CEO Bob Young or the Board President to begin the confidential process.

**Any balance not paid by the 15th of each month is considered outstanding and is due immediately. Swimmers with outstanding balances will not be allowed to register for meets.**

## APPENDIX F

### GRIEVANCE PROCEDURE

The following are the procedures if a Mako Aquatics member or Coach feels that he or she has been harassed, bullied subjected to behavior in violation of an athlete, parent, coach or board member code of conduct or violation of a Mako Aquatics Policy:

- Report to your parents if you are an athlete.
- Report verbally to a Mako Aquatics Coach or Mako Aquatics Board Member if you are an athlete, parent or coach.
- Report in writing to a Mako Aquatics Coach or the Mako Aquatics Board of Directors if you are an athlete, parent or coach. (refer to the reporting form on our Safe Sport Page)
- Make a formal complaint to USA Swimming Safe Sport (refer to the link on our Safe Sport Page “Deal with a Safe Sport Concern”).

While there are no express time limits for initiating complaints; every effort should be made to bring a complaint to the attention of the appropriate party as soon as possible while memories are fresh and witnesses continue to be available. Complaints will be explored and where it is determined that a violation has occurred, prompt corrective action will be taken. During the inquiry, confidentiality will be maintained to the extent possible. Complainants will be informed of the determination.

An investigation will adhere to the following basic structure:

1. Report received
  - a. If received by an Assistant Coach, bring in the Head Coach/CEO or board member to assist with due diligence and/or conversation within 48 hours of receipt or as soon as reasonably possible
  - b. If received by Head Coach/CEO, bring in an additional coach or board member to assist with due diligence and/or conversation within 48 hours of receipt or as soon as reasonably possible
  - c. If received by an individual board member, notify the other board members and begin due diligence and/or conversation within 48 hours of receipt or as soon as reasonably possible
2. Document due diligence and/or conversation in writing, save electronically and provide to the Mako Aquatics Secretary and/or Safe Sport Coordinator for appropriate record retention.
3. Document final determination as to any violation of Code or Policy in writing, save electronically and provide to the Mako Aquatics Secretary and/or Safe Sport Coordinator for appropriate record retention.
4. If determination supports a violation follow the below process:
  - a. 1st Occurrence - Verbal warning.
  - b. 2nd Occurrence – Written warning with a return acknowledgement required and remedial actions required as appropriate, i.e. training, suspension of locker room privileges, etc.
  - c. 3rd Occurrence – Suspension or termination of duties or membership within Mako Aquatics.

**Mako Aquatics reserves the right to accelerate/modify the disciplinary process if there is determined to be an immediate threat of harm to an individual.**

5. If determination does not support a violation, process ends with #2

**Mako Aquatics Staff and Board Reporting Structure**

Assistant Coaches report to the Head Coach/CEO

Head Coach/CEO reports to the Board of Directors (Head Coach/CEO has no vote on personnel matters related to himself)

Director is accountable to the Board of Directors (has no vote on matter related to their performance as a Board member or a member of Mako Aquatics) and the Membership

## APPENDIX G

### LOCKER ROOM MONITORING POLICY

#### PURPOSE

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

#### FACILITIES

The following is a description of our primary practice facility to allow athletes and their families to plan their use:

We practice at Hudson Middle School and this location has separate changing facilities for males and females as well as a “family” changing area. The changing areas may, at times, be dedicated to our swimmers but there may be times when a changing area is shared with the general public. As such, there are likely to be people who are not associated with Mako Aquatics in the changing area around the time of practice.

#### MONITORING

##### General Policy

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 truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or a board member know about this in advance.

If an athlete needs assistance with his or her (for example, a child under the age of eight), or an athlete’s disability warrants assistance, then we ask that parents let the coach or a board member know beforehand that he or she will be helping the athlete in the locker room or us the accessible “family” changing area.

Mako Aquatics has staggered practices, with different groups arriving and departing throughout the training block. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms and a coach(es) are posted outside the doors of the locker rooms and changing areas following the final practice of the day.

#### 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 for 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 or other changing area:

USA Swimming’s Code of Conduct Article 304 (304.3.3) and Athlete Protection Policies Article 305 (305.4)

**304.3.3** *Violation of any of the Athlete Protection Policies set forth in Article 305.*

**305.4** *Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*

## APPENDIX H

### PHOTOGRAPHY/VIDEO POLICY & IMAGE CONSENT

#### 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.

#### POLICIES

1. The publishing of an image of a swimmer under 18 in conjunction with a swim practice, swim competitions or other Mako Aquatics designated event is done through the Image Acknowledgement and Consent Form that is included in the registration process and referenced below.
2. A parent or guardian has a right of refuse to have their child(ren) photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. In the event a parent or guardian chooses to exercise their right that Mako Aquatics not publish such image a Refusal of Consent Form must be submitted to the Mako Aquatics Secretary to override this agreement. The form may be requested from Head Coach/CEO Bob Young or the Mako Aquatics Secretary and is only required to be submitted one time per child and will remain in effect until such time as the Refusal has been rescinded.

In the case of open meets and other competitions, where Mako Aquatics is not the host club, where the host club has an official photographer present, parents should refer to the meet information regarding any process to withhold their consent.

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 swim suit.
- Photographs or video are not be taken from behind swimming blocks at the start of a race.
- Photographs or video are not be taken in locker-rooms, rest rooms or other changing areas.

#### IMAGE CONSENT

I acknowledge and agree that Mako Aquatics may use my image or my minor (under 18) child's image in team websites, brochures, social media and marketing campaigns in accordance with the photography/video policy located in the current Mako Aquatics Handbook. In the event that you as the parent/guardian desire to refuse agreement of the use of your child's image you must submit the Refusal of Consent Form to the Mako Aquatics Secretary to override this agreement. The form may be requested from Head Coach/CEO Bob Young or the Mako Aquatics Secretary and is only required to be submitted one time per child and will remain in effect until such time as the Refusal has been rescinded.

## APPENDIX I

### CODE OF CONDUCT: ATHLETE

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. I agree to the following statements:

- Mako Aquatics is a drug and alcohol-free organization. Any athlete who abuses alcohol, drugs or tobacco is subject to suspension or dismissal from the team. This includes the misuse of any drug or substance banned by USA swimming, its affiliates and subsidiaries, or local and federal law agencies.
- All athletes of Mako Aquatics are expected to respect and follow all rules, regulations and directives set forth by USA Swimming, Minnesota Swimming Inc. (MSI), Mako Aquatics Board of Directors, Mako Aquatics Coaches, the Minnesota State High School League and the Wisconsin Interscholastic Athletic Association (where applicable). It is the individual responsibility of athletes and their parents/guardians to seek out and understand these rules.
- Athletes may be required to read, understand and agree to additional codes of conduct or expectations specific to travel, events, and training groups. i.e. Team Travel
- At all Mako Aquatics functions, including practice, meets and social gatherings, we expect athletes to behave in such a way that their actions, language and behaviors reflect positively on the team. Be an ambassador of Mako Aquatics.
- During practice and at swim meets, Mako Aquatics athletes are expected to listen and follow directions to ensure their safety and the safety of others. A pool environment allows for many distractions; swimmers are expected to listen for instructions, pay attention to coaches and officials, listen for announcements and take responsibility for their own actions.
- Never intentionally interfere with the progress of another swimmer; this includes during practice or meets. Individual achievement and progress is the right of every athlete. Be aware of your personal space and behavior as it might prevent someone else from achieving their best.
- All athletes of the club continue to protect and improve the reputation of Mako Aquatics throughout Minnesota Swimming Inc., the state of Wisconsin and St. Croix Valley communities.
- During practice and at swim meets all swimmers are expected to encourage each other by providing friendly competition, modeling sportsmanship, committing to everyone's success, and supporting each other. Show your team spirit and support your teammates.
- Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
- Mako Aquatics is a guest at the Hudson Middle School Pool and any other Facilities it attends for swim meets or other functions. Athletes are expected to leave any facility or venue in the same or better condition than we found it. Pick up after yourself and take pride in creating the opportunity to be invited back.
- It is every Mako Aquatics athlete's responsibility to read, understand, and respect the Code of Conduct and all Policies and Procedures of Mako Aquatics. If you have any questions concerning this code of conduct, please contact a member of the Board of Directors or the Head Coach. Any violation of this code of conduct may result in removal from practice, a meeting with the coach, suspension, dismissal or a review hearing by the Board of Directors and coach(es). By agreeing to the Code of Conduct: Athlete, I accept its contents and agree to comply with all rules, regulations and expectations of Mako Aquatics.

## APPENDIX J

### Code of Conduct: Applicable Adult

The purpose of this code of conduct for all USA Swimming non-athlete (non-coach) members and adult athlete members is to establish common expectations for all such members of Mako Aquatics (“Applicable Adult”) and updated as a result of recent changes to USA Swimming Safe Sport policies and education. It is to be used as a guide to promote an environment of respect and safety for all participants in Mako Aquatics; including athletes, coaches, officials, parents and volunteers.

#### **Always maintain a professional separation between Coach and athlete.**

- At all times, adhere to USA Swimming’s rules and code of conduct.
- At all times, adhere to any requirements imposed by the U.S. Center for SafeSport
- **One-on-One interactions** (with unrelated minor athletes), including Social Media Interactions
  - 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 or under emergency circumstances.

#### **Meetings**

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

#### **Social Media and Electronic Communications**

- All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- 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. When possible use the TU platform (including OnDeck app) to communicate.
- Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club 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.

- 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.
- 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” the club’s official page or account.
- Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

## Travel

- 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. (A Consent to Travel document is available if needed and may be requested from Mako Aquatics Safe Sport Coordinator)
- **Team Travel – the following applies to any Mako Aquatics Team Travel:**
  - 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 the club must be USA Swimming members in good standing.
  - Team Managers or Chaperones will be required to support athletes and coaches throughout any Team Travel trip. The number of Managers or Chaperones necessary for a Team Travel trip will be determined based on athletes committed to attend the meet.
  - Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete (18 and over) share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete. (A Consent to Travel document is available if needed)
  - 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.

## APPENDIX K

### Code of Conduct: Coach

The purpose of this revised code of conduct for coaches is to establish common expectations for all members of the coaching staff of Mako Aquatics (“Applicable Adult”) and updated as a result of recent changes to USA Swimming Safe Sport policies and education. It is to be used as a guide to promote an environment of respect and safety for all participants in Mako Aquatics; including athletes, coaches, officials, parents and volunteers.

#### **Always maintain a professional separation between Coach and athlete.**

- At all times, adhere to USA Swimming’s rules and code of conduct.
- At all times, adhere to any requirements imposed by the U.S. Center for SafeSport

#### **One-on-One interactions** (with unrelated minor athletes), including Social Media Interactions

- 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 or under emergency circumstances.

#### **Meetings**

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

#### **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**

- All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- 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. When possible use the TU platform (including OnDeck app) to communicate.
- Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club 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.

- 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.
- 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” the 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.
- If electronic communication is initiated by athlete; responses should include another coach or parent/guardian and follow communication guidelines outlined above

### **Travel**

- 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. (A Consent to Travel document is available if needed)
- **Team Travel – the following applies to any Mako Aquatics Team Travel:**
  - 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 the club must be USA Swimming members in good standing.
  - Team Managers or Chaperones will be required to support athletes and coaches throughout any Team Travel trip. The number of Managers or Chaperones necessary for a Team Travel trip will be determined based on athletes committed to attend the meet.
  - Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete (18 and over) share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete. (A Consent to Travel document is available if needed)

- 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 & Changing Areas**

- 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).
- 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.
- 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.
- 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.
- Monitoring - The 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:
  - Conducting a sweep of the locker room or changing area before athletes arrive;
  - Posting staff directly outside the locker room or changing area during periods of use;
  - Leaving the doors open when adequate privacy is still possible; and/or
  - 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.
  - 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 & Rubdowns**

- 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.).
- 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.

**Set a good example of respect, sportsmanship and safety for participants and fans to follow**

- 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 respect and good sportsmanship.
- Coach in manner that provides constructive criticism and does not use demeaning or abusive language.
- Win with humility and lose with dignity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.

**Continue to seek and maintain your own professional development in all areas in relation to coaching and development of minor athletes.**

- Maintain active coaching certifications, including continuing coaching education requirements, athlete protection training, concussion training, etc.

**Act and dress with professionalism and dignity in a manner suitable to your profession.**

- Wear Mako Aquatics or similarly designated (i.e. TYR or USA Swimming, etc.) apparel at all events representing the club

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

## APPENDIX L

### CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will refrain from using cell phones or other mobile devices with recording capabilities, including voice recording; still cameras and video cameras behind the blocks (including while acting in the capacity of a timer), in locker rooms, rest rooms or changing areas.
- I will refrain from posting comments or tweet on social media platforms which comment on or disclose any information which is confidential or private to Mako Aquatics. Additionally, I will refrain from posts or tweets on social media platforms that contain inappropriate language, images; degrade or disparage coaches, athletes, officials, other parents, the Mako Aquatics Board or the Mako Aquatics organization.
- I will direct my concerns to first to my swimmer's primary coach then, if not satisfied, to the Head Coach/CEO and if still not satisfied, to a member of the Mako Aquatics Board of Directors.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action in accordance with the Mako Aquatics Discipline Policy.

## **APPENDIX M**

### **Minor Athlete Abuse Protection Policy (MAAPP)**

[Link to MAAPP](#)