

Waukesha Express Swim Team



**Waukesha Express Swim Team**

Safe Sport Handbook

## Waukesha Express Swim Team

### ELECTRONIC MEDIA PRACTICES

#### **PURPOSE**

The Waukesha Express Swim Team recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary methods of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

#### **GENERAL CONTENT**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

For example, as with any communication with an athlete, electronic communication should not contain references or relate to any of the following:

1. drug or alcohol use;
2. sexually oriented conversation, sexually explicit language and/or sexual activity;
3. the adult's personal life, social activities, relationship or family issues or personal problems; and/or
4. inappropriate or sexually explicit pictures.
5. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to use in communication is:

1. "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?"
2. "Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient's parents, the coaching staff, the board or other athletes?"

With respect to electronic communications, electronic communications with swimmers should be **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 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. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a staff member.

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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.

If a coach receives any inappropriate communication from an athlete parents will be notified.

Note: Coaches do use smart phones and iPads for attendance, workouts, taking splits and video taping athletes for stroke analysis. While on deck use of these devices should be restricted to these purposes.

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member (or former member under the age of 18) of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete, and the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

The Club has an official Facebook page; athletes and their parents can "friend" the Club for information and updates on team-related matters.

Once a swimmer graduates high school and is the age of 18, coaches and athletes are allowed to "friend" one another. If a swimmer returns to the team as a post-graduate athlete there should not be any "private/instant messaging" between coach and returned active swimmer.

### **TWITTER**

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

### **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes/parents during the hours from 7:00 a.m. until 8:00 p.m Mon-Fri as well as, 15 minutes prior to warm-ups and 30 minutes after practice/meets. Texting only shall be used for the purpose of communicating information directly related to team activities. If a coach receives text messages from an athlete that is not Club related, the coach will not respond. Parents can send a text to a coach to update them on a situation, but please be aware that coaches will not respond while on deck (practices/meets/events).

### **EMAIL**

Athletes/parents and coaches may use email to communicate. Coaches will respond within 1 business day. When communicating with an athlete through email, a parent, another coach or a board member must also be copied.

Note: For your information during the week after 2:30 PM the coaches may not be able to respond to a text or email until the next day. Please keep this in mind when communicating. If you need to talk with your coach, keep in mind the coaches are available on deck for at least 15 minutes after practice for your questions

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS TO ATHLETES**

The parent/guardian of an athlete has the ability to add/remove a swimmer's phone number or e-mail address from their TeamUnify account at anytime. Swimmer's e-mail should not be the primary e-mail address on the TeamUnify account, it should be listed as an additional e-mail address.

## **Waukesha Express Swim Team**

### **ANTI-BULLYING POLICY**

#### **Anti-Bullying Policy of the Waukesha Express Swim Team**

##### ***PURPOSE***

Bullying of any kind is unacceptable at the Waukesha Express Swim Team (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager or board member.

Objectives of the Club's Anti-Bullying Policy:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and educate all coaches, swimmers, parents and board members of the types of behavior that constitute bullying.
3. To inform all coaches, swimmers and parents that there is a policy and protocol, should any bullying issues arise.
4. To make clear the responsibility of all Club members to report bullying.
5. To spread the word that the Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

##### ***WHAT IS BULLYING?***

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 ("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).

##### ***REPORTING PROCEDURE***

An athlete who feels that he or she has been bullied should do one or more of the following things: talk to his or her parents; talk to a Club coach, Board member or other designated individual; write a letter or email to a Club coach, Board member or other designated individual; make a report to the USA Swimming Safe Sport staff. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.

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### **HOW WE HANDLE BULLYING**

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps: intervene immediately. It is ok to get another adult to help; separate the kids involved, make sure everyone is safe; meet any immediate medical or mental health needs; stay calm. Reassure the kids involved, including bystanders; model respectful behavior when you intervene.

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

### **FINDING OUT WHAT HAPPENED**

#### **1. First, we get the facts.**

Keep all the involved children separate. Get the story from several sources, both adults and kids, and gather all available information regarding the circumstances under which the incident occurred. Listen without blaming. Don't call the act "bullying" while you are trying to understand what happened.

#### **2. Then, we determine if it's bullying.**

There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions: what is the history between the kids involved; have there been past conflicts; is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the "popularity" of the kids involved; has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

### **SUPPORTING THE KIDS INVOLVED**

#### **1. Support the kids who are being bullied**

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

#### **2. Address bullying behavior**

- a. Make sure the child who engaged in the bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.

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b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated; model respectful behavior when addressing the problem.

c. Work with the child to understand some of the reasons he or she bullied. For example: sometimes children bully to fit in or to make fun of someone who is different from them. In other words, there may be some insecurity involved; other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who bullied in making amends or repairing the situation. The goal is to have this be a teaching moment, to help them see how their actions affect others. For example, the child can: Avoid strategies that don't work or have negative consequences: write a letter apologizing to the athlete who was bullied; do a good deed for the person who was bullied, for the Club, or for others in your community; clean up, repair, or pay for any property they damaged; zero tolerance or "three strikes, you're out" are generally unsuccessful strategies. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence; similarly, conflict resolution and peer mediation often don't work for bullying. If anything threatens the safety of another individual we will pass it off to the appropriate authorities

e. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

### **3. Support bystanders who witness bullying.**

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening; be a friend to the person being bullied; tell a trusted adult – your parent, coach or club board member; help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. "Let's go, practice is about to start." Set a good example by not bullying others; don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## **Waukesha Express Swim Team**

### **LOCKER ROOM 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 and competition facility to allow athletes and their families to plan their use: Waukesha South High School Natatorium.

This location has designated male and female locker room/changing areas that are shared with the general public within the school. As such, there are likely to be people who are not associated with *Waukesha Express Swim Team* in the changing area.

#### ***MONITORING***

Coaching staff is on site 15 minutes prior and 15 minutes after practice. It is the swimmer and/or parent responsibility to check in with the coach when they arrive, so that coaches are aware that they are in attendance. Parents are responsible for picking up swimmers, or arranging pick-up, after practice within the above time frame. If swimmers are not picked up on time, parents will be contacted. Excessive late pick-up will result in charges to the family for coaches time.

Once a swimmer's attendance is known, coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and if they do not return in a timely fashion, a staff member/coach of the same sex will check on the athlete's whereabouts. For competition swimmers should remain on deck by the team-designated area. The host team is responsible for monitoring the locker rooms during competitions.

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 an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents use the family bathrooms located to the right of the girls locker room.

*Waukesha Express Swim Team* has staggered practices, with different groups arriving and departing throughout the day. 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. If deemed necessary members of the coaching staff will conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

#### ***USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES***

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk 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:

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

*See attached code of conduct for usage of facilities.*

## Waukesha Express Swim Team

### **TEAM TRAVEL POLICY**

#### ***Purpose***

During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. The purpose of a Team Travel Policy is to establish standards of behavior and manage expectations of the club and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

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

#### ***Section 1 – USA Swimming Required Policies***

The following items are Code of Conduct stipulations for team travel in the USA Swimming Rulebook.

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

#### ***Section 2 – Waukesha Express Swim Team Travel Policies***

Each athlete/parent must fill out and sign off on the Waukesha Express Swim Team Travel Code of Conduct and Medical Release forms before being allowed to travel with the team. These documents are included in this handbook.

#### ***Section 3 – Waukesha Express Swim Team Parent and Athlete Code of Conducts and Expectations***

Each athlete/parent must read the Waukesha Express Swim Team Parent and Swimmer Code of Conducts on a yearly basis. These relate to ongoing expectations of swimmers and parents on the team. These documents are included in this handbook.

Waukesha Express Swim Team

**Waukesha Express Swim Team Emergency  
Medical Authorization and Medical History Form  
Emergency Medical Authorization**

I hereby grant permission, in case of injury, to have a medical doctor provide my child with medical assistance and/or treatment while traveling with the Waukesha Express Swim Team to (location) \_\_\_\_\_ for a swim meet/team function on (date) \_\_\_\_\_.

**Name of athlete (last, first, middle initial):** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

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

**Name of carrier:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Medical History Questionnaire**

**Name (last, first, middle initial):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Parent (s) Name:** \_\_\_\_\_

**Family Physician's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please circle the correct answer. Information will be confidential!!

Yes No 1) Has this athlete ever had hospitalization, surgery, injury, or serious medical illness?

Yes No 2) Is this athlete now under the care of a physician or taking any medication?

Yes No 3) Has any physician ever recommended or do you feel there should be limits placed on participation in competitive sports?

Yes No 4) Does this athlete have any known allergy to medication?

Yes No 5) Does this athlete wear glasses or contact lenses?

Date of last eye exam? \_\_\_\_\_

Yes No 6) Has this athlete ever blacked out or lost consciousness during physical activity?

If yes to above or have any other information that is relevant for the coaches and chaperones, please specify in the space provided or on the back:

\_\_\_\_\_  
\_\_\_\_\_

**Waukesha Express Swim Team**  
**EXPRESS CODE OF CONDUCT**

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with team objectives, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including barring from future practices, future travel meets, other competition or dismissal from the team.

The Waukesha Express Swim Team will seek out of town swimming competition for the following reasons:

- Different individual competitions
- A higher quality of competition
- Experience in trial/finals competition
- Conditions conducive to exceptional performances

1. The Waukesha Express Swim Team may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of the Express, as well as the other athletes with you, is dependent on your behavior.
2. The coaching staff/chaperones holds the final word on any rules, regulations, or disciplinary action.
3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the Waukesha Express Swim Team. Any swimmer suspected of such activity will appear before a review committee composed of the Head Coach, Head Age Group Coach, the team president, and two other Express board members.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to Express members or members of any other team.
5. Team members traveling with the team will attend all team functions, including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach of his/her designee. Be punctual to all meetings, team functions, and warm-up times.
6. Swimmers are expected to remain with the team at all times during practices, team travel, or team events. Swimmers are not to leave the competition venue, the hotel, a restaurant or any other place at which the team has gathered without the permission of the coach or chaperone.
7. When visiting public places such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons. This applies to walking to practice, restaurants, or to other public locations that the team is going to.
8. No team member may be out of their room after the assigned bed time. Permission must be obtained from the coach to leave the room past this time.
9. Any damages or thievery incurred at a pool, hotel/motel, or any other rented facilities will be at the expense of the swimmers involved, and further disciplinary action will be taken. Swimmer are expected to leave all facilities as they were upon arrival. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum.
10. All team members will be polite in restaurants. Leave a 15% tip. If there has been a problem with the service, see the coach.
11. Agree to follow the rules about practice and meet behavior in the team handbook.
12. No fireworks!
13. No deck changes are permitted, per USA Swimming rules. Athletes are expected to use available changing facilities.
14. Refrain from using electronics on the pool deck while at meets. The focus needs to remain on the task at hand helping yourself and your teammates get the most out of the opportunities at meets.

I recognize my responsibility to abide by the rules and requirements of the Waukesha Express Swim Team while on the team trip to (location) \_\_\_\_\_ on (dates) \_\_\_\_\_. I will represent myself and the Waukesha Express Swim Team in an exemplary manner and I acknowledge that I have received and read such rules and regulations listed within this Code of Conduct.

Swimmer's signature: \_\_\_\_\_  
Parent's signature: \_\_\_\_\_

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

## Waukesha Express Swim Team

### PARENT CODE OF CONDUCT

As parents of the Waukesha Express Swim Team (WEST), it is our responsibility to know and uphold the rules, regulations, and coach directives designed to maximize the experience for all athletes and parents.

1. Parents will promote a positive attitude and be supportive of all members of the team. Parents will help the WEST family achieve its goals by avoiding negative criticism whether verbally or by gesture about members of the WEST team as well as athletes from other teams.
2. Parents should refrain from discussing or sharing unfounded information. Any procedural, operational, or personnel matters should be addressed directly with the coach to avoid hearsay.
3. Parents will support the coaches as they strive to do what is best for each WEST athlete. The coaches expectations and methods are based on USA Swimming, the American Swimming Coaches Association and other recognized swimming authorities.
4. Parents will assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first. Parents are restricted from being on deck during practices and meets by USA Swimming Rules. All spectators must remain in the bleachers or other designated spectator seating.
5. Parents will not text or call coaches while on the pool deck of a meet or practice being held.
6. Parents are responsible for transporting their athlete to and from practices and meets. Coaches are not responsible for such transportation or for arranging rides for athletes unless meet or event is determined to be a team travel event by the coaching staff.
7. Parents will notify a coach about physical injuries or conditions that affects their athlete's swimming.
8. Parents will respect the integrity of the officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
9. Coaches have full authority for assigning events at meets to maximize team points or to challenge swimmers to maximize their potential.
10. Parents who disagree with a coaches decision should wait 24 hours (a cooling off period) to address the situation with the coach. Do not address the coach in front of your swimmer or during a meet or practice. Contact the coach to set up a phone or in person meeting. Complaints or concerns will be discussed in person and not via e-mail.

Upon registration of your athlete, you agree to comply with the Code of Conduct as set forth by the WEST.

Violation of this code of conduct will result in:

First offense: a verbal and written warning by the Head Coach

Second offense: disciplinary action from the Head Coach and/or Board which may include, but not limited to, restrictions during practices and/or meets. Restrictions will be discussed on an individual basis, and determined by situation.

Third offense: will result in dismissal of the athlete and family from the team. All fees paid to that point will be forfeited. An appeal can be made to the Board.

\*Any action deemed severe enough by 2/3 vote of the Board regardless of first time occurrence can, and will, be subject to immediate dismissal of the athlete and family from the WEST. All fees paid to that point will be forfeited.

## Waukesha Express Swim Team

### SWIMMER CODE OF CONDUCT

As athletes of the Waukesha Express Swim Team (WEST), it is our responsibility to know and uphold the rules, regulations, and coach directives designed to maximize the experience for all athletes and parents.

1. Athletes will promote a positive attitude of the WEST, and be supportive of their teammates.
2. WEST apparel will be worn at all meets as designated by the coaching staff. Team suits are required for all meets in which we compete against other teams. Racing (technical) suits must be solid black or solid red in color. Swimmers that do not abide by this will not be eligible for team-sponsored apparel (applies to qualifiers of Jr Nationals, Sr Nationals, US Open, and Olympic Trials).
3. Athletes will respect all coaches on the WEST staff abide by all team rules as set forth by the coaching staff.
4. Athletes will display proper respect and sportsmanship toward coaches, officials, administrators, fellow athletes, competitors and the public.
5. Athletes will respect the integrity of the officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
6. Athletes will respect all practice and meet facilities, as we are guests of these facilities. Parents and guardians will be responsible for any loss or damages to accommodations.
7. All team travel rules set forth by the coaching staff should be abided by, or swimmers will be sent home at the parents expense.
8. Alcoholic beverages, smoking, performance enhancing drugs, and illegal drugs are prohibited at all times. Any USA Swimming controlled substances are prohibited unless prior arrangements have been made.
9. Verbal and physical aggression will not be tolerated. Athletes will refrain from illegal or inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives.

As a registered member you agree to comply with the Code of Conduct as set forth by the WEST.

#### **Violation of this code of conduct will result in:**

First offense: verbal and written warning will be given by the Head Coach

Second offense: may include but not limited to suspension for up to seven practice days, dismissal from team travel and immediate return at the expense of parent/guardian, suspension from team activities, disqualification from events or future meets.

Third offense: will result in dismissal of the athlete and family from the team. All fees paid to that point will be forfeited. An appeal can be made to the Board.

\*Any action deemed severe enough by 2/3 vote of the Board regardless of first time occurrence can, and will, be subject to immediate dismissal of the athlete and family from the WEST. All fees paid to that point will be forfeited.