



Waukesha Express Swim Team

Safe Sport Handbook

In addition to MAAPP 2.0 the following team policies and guidelines are in place to protect the athletes in our programs.

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.

Waukesha Express Swim Team

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.

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;

Waukesha Express Swim Team

- 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.
- 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.

Waukesha Express Swim Team

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

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 affect 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 coach's 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.