

Policies and Procedures

- 1. Vision:** To create strong swimmers for competition, recreation, and overall lifelong skills.
- 2. Mission Statement:** Encouraging, guiding, and developing Lubbock, Texas swimmers in and out of the water in a safe and supportive environment.
- 3. Organizational Structure:** Desert Wave Aquatics Club (DWAC) is a Texas corporation and maintains a 501c3 tax-exempt status recognized by the State of Texas and the Internal Revenue Service. DWAC is governed by a Board of Directors based on the organization's bylaws.
- 4. Competition:** DWAC is a USA Swimming Club under the West Texas Swimming (WTSI) local swim committee. We compete on the local, state, and national level within USA Swimming guidelines.
- 5. Age Qualifications & Membership:** Membership is open to anyone interested in swimming. DWAC encourages diversity in membership, and no one will be denied membership on the basis of race, ethnicity, gender, age, citizenship, income, or ability. For financially disadvantaged persons, simple documentation of eligibility for free or reduced lunches is all that is needed to qualify for reduced USAS membership rates. (See * under Fees) DWAC's Level 1 "Learn to Swim" program begins as early as 4 years of age and encourages swimmers to continue through age 18.
- 6. Fees and Level Description:** A yearly administration fee per swimmer is due on the initial month of joining the team. USAS fees are set by USA Swimming* and are mandatory as DWAC is also insured through USAS. All other fees are due monthly. Levels are determined by swimmer's ability and coach approval. (See Appendix A)
*WTSI Outreach Membership Policy: In order to promote the sport of swimming and provide the broadest access to the sport, West Texas Swimming, Inc. offers a reduced price membership of \$35.0 per year. To qualify, a swimmer only needs to provide evidence of enrollment in free or reduced-price lunches at their local school or other evidence deemed appropriate by the Executive Board in the event the swimmer is not enrolled in a public school.
- 7. Safe Sport:** DWAC is "Safe Sport Recognized" by USAS. As a Safe Sport Recognized club, we implement the following:
 - Minor Athlete Abuse Protection Policy MAAPP (See Appendix B).
 - Pre-employment screening on coaches, including Background checks

- Address bullying (See Appendix C)
- Code of Conduct policies to all members of the club. (See Appendix D)
- Parent online Safe Sport Education www.learn.usaswimming.org
- Athlete online Safe Sport Education for athletes age 12-18 www.usaswimming.org/learn
- Travel Policy which applies both to DWAC and WTSI travel (See Appendix E & F)
- Parental Consent Forms (See Appendix F)
- Photography Policy (See Appendix G)
- Grievance Procedure (See Appendix H)

8. Conflict Resolution: All athletes are expected to exercise personal self-discipline, restraint, respect towards other. In dealing with any offense that may arise, it is the desire of the club for the disagreeing parties to work towards a solution to the disagreement. If no resolution can be attained, the involvement of the coach should be the next step. The final step of resolution is to reach out to the Head Coach of DWAC.

9. Medical Release Form: Each swimmer must have a medical release form on file. (See Appendix I)



Appendix A

DWAC Fee Schedule

Desert Wave Membership:

Administration Fee: \$25/year/swimmer

Level 1-Swim School: \$50/month

Level 2-Stroke School: \$50/month

Novice: \$75/month

Juniors: \$85/month

Seniors: \$110/month

USAS Membership:

FLEX: \$20/year/swimmer (limit 2 meets/year below championship level)

PREMIUM: \$74/year/swimmer (no limit on any USAS sanctioned swim meet within the USA provided qualifications are met).

DWAC Level Descriptions:

Level 1- Swim School:

This level is for swimmers who cannot swim without a life preserver. Classes are 30 minutes long with no more than 4 swimmers per class. Signup is required. Age 4 and up.

M/W 3:00-3:30pm or 3:30-4:00pm

T/TH 3:00-3:30pm or 3:30-4:00pm

Friday 3:00-4:00pm

USAS Flex Membership Required

Level 2-Stroke School:

This level is for swimmers who have had swim lessons and can swim the length of a 25 yard pool. They will learn all 4 strokes. May participate in swim meets.

*10 & under: 30 minute classes. Swimmers are encouraged to come every day.

3:00-3:30pm or 3:30-4:00pm

*11 & up: 1 hour classes 3 x's/week. 4:00-5:00pm USAS Flex membership required

Novice:

This is for swimmers who can swim all 4 strokes in the minimum distance for their age group. Practice is scheduled for one hour every day.

*10 & under: 3:00-4:00pm

*11 & up: 4:00-5:00pm

USAS Flex or Premium Membership required

Juniors:

For swimmers aged 11 and up building up to the senior team. Practice is scheduled for 5 days/week with two days optional extra hour.

4:00-5:00pm (unless swimming 2 hours, then 3:00-5:00pm)

USAS Premium Membership required

Seniors:

Swimmers aged 13 and over. Practice is scheduled for 2 hours every day. 3:00-5:00pm

USAS Premium Membership required

Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
 - Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - LSC and club adult staff and board members; and
 - Any other adult authorized to have regular contact with or authority over minor athletes.
- Collectively “Applicable Adult(s)”

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. 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 unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

a. 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.

b. 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.

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

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health

Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. 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

I. Content

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

II. 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.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC 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.

IV. Hours

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.

V. 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.

TRAVEL

I. 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.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. 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 or LSC must be USA Swimming members in good standing.

b. 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 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.

c. 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 AND CHANGING AREAS

I. 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).

II. 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.

III. 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.

IV. 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.

V. 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:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. 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.

VI. 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 AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. 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.).

II. 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.

III. Additional Minor Athlete Requirements

a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.

b. Legal guardians must be allowed to observe the Massage.

c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

Bullying Policy

PURPOSE

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

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (DWAC) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or 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 or Participating Non-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;

- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;
- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. 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 is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the 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 make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. 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.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
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. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - 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

3. 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:
 - i. 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.
 - ii. 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.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. 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:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. 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 help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not

reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

- ii. Conflict resolution and peer mediation don't work for bullying. 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.
5. **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.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. 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.”
 - d. Set a good example by not bullying others.
 - e. 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.

Team Code of Conduct

COACH:

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- 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 good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

PARENTS:

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, it is crucial to understand the important growth and developmental support that your athlete's participation fosters. It is essential to provide the coaching staff with respect and the authority to coach the team.

- 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 direct my concerns to first to my swimmer's coach; then, if not satisfied, to the appropriate supervisor.

ATHLETES:

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

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Travel Policy

In accordance with the USA Swimming Rulebook, club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the Desert Wave Aquatics Club Team. In the event that an athlete violates the travel policy or code of conduct, the Head Coach shall report violations to the parent or legal guardian of any affected athlete. Violations of a severe nature will result in more severe consequences, including (but not limited to) the swimmer's immediate return home, barring the swimmer from future travel teams.

1. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check.
2. 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).
3. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
4. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athlete in male athlete's rooms at any times.
5. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, and meet sessions.
6. Swimmers are expected to remain with the team at all times during the trip.
7. Curfews shall be established by Head Coach or other coaching staff each day of the trip and no team member may leave their room after curfew.
8. Any damage or thievery at the hotel will be the responsibility of the offending swimmer. No loud or obnoxious behavior will be tolerated in hallways or public areas.
9. Team members are expected to behave in an exemplary manner at all times. When visiting public places, swimmers should be polite and courteous to employees and other visitors.
10. The coaching staff may establish any other rules as deemed necessary. The directions and decisions of coaches and chaperones are final.



Team members represent Desert Wave Aquatics Club and should keep their behavior in accordance with the high standards of DWAC. Proper respect and sportsmanship should be displayed towards coaches, officials, administrators, teammates, fellow competitors and the public at all times. Any illegal or inappropriate behavior will not be tolerated including the possession or use of alcohol, tobacco products, or illegal drugs.

I, _____, (legal guardian), give my permission for _____, a minor athlete, to travel with _____ (Applicable Adult) and the DWAC Travel Team for (dates) _____ to _____. I have read and understand the Minor Athlete Abuse Prevention Policy and DWAC Travel Policy and agree to abide by the rules set forth.

Parent Signature

Date

Athlete Signature

Date

Coach Signature

Date

***In case of emergency, contact:**

Printed Name

Phone number

Appendix F

Permission for Unrelated Applicable Adult for Competition Travel Alone with a Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (minor athlete), to travel with _____ (Applicable Adult), to travel from _____ (point of origin) to _____ (destination) to attend the _____ (name of competition) from _____ to _____ (dates of competition). I acknowledge that _____ (minor athlete) cannot share a hotel room, sleeping arrangement or other overnight lodging location with _____ (Applicable Adult) at any time. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ Date: _____

Permission for an Unrelated Applicable Adult to Provide Local Transportation to Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, an unrelated Applicable Adult to provide local vehicle transportation to _____ (minor athlete) to _____ (destination) on _____ (date) at _____ (approximate time), and further acknowledge that this written permission is valid only for the transportation on the specified date and the specified location.

Legal Guardian Signature: _____ Date: _____

Permission for a Licensed Massage Therapist or Other Certified Professional or Health Care Provider to Treat a Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (massage therapist or other certified professional) to provide a massage, rubdown, and/or athletic training modality on _____ (minor athlete) on _____ (date) at _____ (location). The massage, rubdown, or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____ (minor athlete) and _____ (massage therapist or other certified professional) in the room. I acknowledge that I have the right to observe the massage, rubdown, or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____ Date: _____

PHOTOGRAPHY POLICY

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.

SUGGESTED POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in the meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

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 swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

DWAC may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

Desert Wave Aquatics Club Grievance Procedure

The Desert Wave Aquatics Club Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Child Abuse Hotline: 1-800-252-5400

A Local Listing of Resources can be found on the Safe Sport section of the DWAC website.

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the [name of club] Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the DWAC Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the DWAC Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the DWAC Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the DWAC Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the DWAC Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another DWAC parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the DWAC Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or DWAC Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the DWAC grievance procedure form.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. **Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:**
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct



Desert Wave Aquatics Club Grievance Procedure Form

Date of Occurrence: _____

Grievance against: _____

DWAC Member/Position held: _____

Date filed: _____

Filed by: (*print name*) _____

Nature of the Misconduct: _____

Severity of the Misconduct: _____

Prior Disciplinary Actions: _____



Adverse effect of the Misconduct: _____

Application of the DWAC Code of Conduct: _____

Other applicable information: _____

Signature: _____

Date: _____

Medical Information/Release Form

In the event of a medical emergency, we will make reasonable efforts to immediately contact responsible parties. Please provide the following information:

Date / /

Athlete's Name		Age	Gender	DOB												
Address																
City, State Zip																
Father's Name			Father's Employer													
Home Phone	Cell Phone	Work Phone														
Mother's Name			Mother's Employer													
Home Phone	Cell Phone	Work Phone														
Doctor	Phone	Hospital														
Medical Insurance Company			Phone													
Policy Number		Group Number														
<p>If any of the following conditions pertain to the athlete, please indicate by checking box and provide any pertinent additional information in space below.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Allergies</td> <td><input type="checkbox"/> Skin Problems</td> <td><input type="checkbox"/> Diabetes</td> </tr> <tr> <td><input type="checkbox"/> Sensitivity to Medications</td> <td><input type="checkbox"/> Stomach Problems</td> <td><input type="checkbox"/> Arthritis</td> </tr> <tr> <td><input type="checkbox"/> Kidney/Urinary Problems</td> <td><input type="checkbox"/> Heart Problems</td> <td><input type="checkbox"/> Current Medications</td> </tr> <tr> <td><input type="checkbox"/> Ear Problems</td> <td><input type="checkbox"/> Eye Problems</td> <td><input type="checkbox"/> Asthma/Lung Problems</td> </tr> </table> <p><input type="checkbox"/> Recent Injuries: _____</p> <p><input type="checkbox"/> Other: _____</p>					<input type="checkbox"/> Allergies	<input type="checkbox"/> Skin Problems	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Sensitivity to Medications	<input type="checkbox"/> Stomach Problems	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Kidney/Urinary Problems	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Current Medications	<input type="checkbox"/> Ear Problems	<input type="checkbox"/> Eye Problems	<input type="checkbox"/> Asthma/Lung Problems
<input type="checkbox"/> Allergies	<input type="checkbox"/> Skin Problems	<input type="checkbox"/> Diabetes														
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<input type="checkbox"/> Kidney/Urinary Problems	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Current Medications														
<input type="checkbox"/> Ear Problems	<input type="checkbox"/> Eye Problems	<input type="checkbox"/> Asthma/Lung Problems														
<p>If, in the event that this athlete should need immediate medical treatment due to any injury or sickness, I do hereby request, authorize and consent to such treatment as deemed necessary. I also agree to indemnify and save Desert Wave Aquatics Club (DWAC) and any representative from any claim related to such treatment. Further, I will pay any amounts not covered by the insurance carrier and will not hold DWAC responsible for the balance of any related medical bill.</p> <p>I/we understand that DWAC does not furnish additional insurance coverage (aside from the USA swimming insurance provided through membership of USAS) of any kind or nature for anyone for any reason, and I/we hereby release, agree to defend, and hold harmless DWAC and all of its affiliates, agents and associates from any liability whatsoever that may arise pertaining to me or my family, from any cause or reason of any nature. I/we understand the meaning of the liability release to its fullest extent, and agree to same without reservation or exceptions.</p> <p>Parent Signature _____ Date _____</p>																

Agreement and Signature Page

I have read and understand the Policies and Procedures set forth by Desert Wave Aquatics Club and by signing below agree to follow and uphold these policies.

- MAAPP Policy
- Safe Sport for Parents (attach certificate) www.learn.usaswimming.org
- Safe Sport for Athletes (attach certificate) www.usaswimming.org/learn
- Bully Policy
- DWAC Team Code of Conduct
- DWAC Travel Policy
- Photography Policy:
 - Take photographs to use on the club's secure website
 - Consent Given
 - Consent Refused
 - Take photographs to include with newspaper articles
 - Consent Given
 - Consent Refused
 - Take photographs to use on club notice boards
 - Consent Given
 - Consent Refused
 - Video for training purposes only
 - Consent Given
 - Consent Refused

Parent Signature Date

Athlete Signature Date

Athlete Signature Date

Athlete Signature Date

Athlete Signature Date