



BLUE DOLPHINS SWIM TEAM

Team Handbook

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SECTION 1 – TEAM OVERVIEW

Welcome

Congratulations and welcome to the world of swimming with the Blue Dolphins Swim Team (BDST). Whether you are returning for another year or new to the team, we hope that swimming with the Blue Dolphins is a rewarding experience.

This handbook is an overview of our team processes, requirements and philosophies. It will explain our team structure, offer helpful tips and educate you on specific functions within the team to ensure success. Please take time to read this handbook and if you have any questions, feel free to call upon any of the board members, veteran parents or the coaching staff for more information.

- **Mission Statement**

Help foster and develop a love and passion for the sport of swimming by providing a place, opportunity and coaching for children athletes to practice skills, techniques and improve their physical and mental development to their highest level possible in a safe, ethical team environment.

- **Vision Statement**

To build a program with commitment, loyalty and family values, where excellence is the goal.

- **Team Philosophy**

BDST provides an opportunity for self-improvement and goal achievement through hard work, dedication, self-discipline and perseverance. Athletes are offered a supportive environment that encourages the physical, emotional and intellectual growth that swimming provides. The focus on physical fitness and proper conditioning provides the mental strength needed for competition and in life. BDST also recognizes the value of TEAM WORK; working towards a common goal and continued development of a family-oriented club to ensure its longevity and success. It truly is a TEAM effort and we encourage all to get involved.

*“It is time for us all to stand and cheer for the
Doer, the achiever; the one who recognizes the
Challenges and does something about it.”*

Vince Lombardi

Blue Dolphins Operations

BDST is an incorporated organization, as well as holding 501(c)(3) non-profit status. We are registered members of USA Swimming (USAS) and Oregon Swimming, Inc. (OSI); both are governing bodies of competitive swimming. Dallas, Oregon has been the home of the Blue Dolphins Swim Team since 1963 and the Dallas Aquatic Center (DAC) has been the training facility of the Blue Dolphins since 2001.

- **Board of Directors**

BDST is a Parent-Governed club. It's operated by a Board of Directors who volunteers their time and is responsible for team finances, fundraising, organizing and running social events, coordinating and hosting meets while enhancing the swim club experience for all swimmers and parents. Parent volunteers are heavily relied upon to ensure the success and longevity of BDST. The Board operates according to adopted by-laws and policies and has annual elections and monthly board meetings, which are open to all parents.

The elected positions of the BDST Board of Director's are as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Events Chair/ Meet Director
6. Fundraising Chair
7. Member at Large

Board positions are filled for two-year terms, with half of the positions voted in on even years and the rest voted on in odd years. This allows for continuity in the BDST framework. If you have any questions or are interested in participating in Board activities, please go to our team website for contact information at www.bluedolphinsswimteam.org.

- **Coaching Staff**

Our coaches are professionally trained and always have the best interest of our swimmers and community in mind. While training our young athletes to be fast, they are also interested in helping them be successful in life. BDST's coaching staff consists of Head Coach, Mark Maxwell and two assist coaches, Coach Hugh Genualdi and Coach Jesse Genualdi.

Swimmer Organization

The BDST swimmers are organized into four primary practice groups based on developmental levels, abilities and age, as determined by coaching staff. The groups are as follows:

- **Novice Group**
This is the level where most swimmers will begin. They practice three days a week for 45 minutes per practice. They will work extensively on stroke and turn technique in freestyle and backstroke and will begin to learn the other two competitive strokes breaststroke and butterfly. There are competitive meets available and encouraged for novice swimmers.
- **Age Group Prep**
This group is a step up from the Novice group. In this group swimmers continue to fine tune their stroke and turn technique in all strokes, as well as begin to build endurance. They practice three days a week for an hour or more. There are competitive meets about once a month in various locations to better prepare swimmers for more advanced competitive swimming.
- **Age Group**
This group is for the more seasoned swimmer, with the emphasis on building endurance in each of the strokes. There continues to be a strong connection to stroke technique as the swimmers become stronger and more capable. These swimmers' practice for one hour or more, five days a week. Competitions are available once or twice a month in various locations so the swimmers can use the skills they have achieved in training.
- **Senior Group**
This group is the most experienced and competition-oriented swimmers. Practice is five days a week for 1 ½ hours or more including ½ hour of dryland training three days a week. Swimmers at this level spend more time with the coach defining personal goals and levels of commitment. Again, competitions are available once or twice a month in various locations.

Movement from one group to another is by invitation from the Head Coach. Our current practice schedules are as follows; however, they are subject to change. Families will be notified if changes occur:

	Days	Times	Hours per Week
Novice	M-W-F	4:30 pm to 5:15pm	2 ¼ hours in pool
Age Group Prep	M-W-F	5:15pm to 6:30pm	3 ¾ hours in pool
Age Group	M-W-F	5:15pm to 6:30pm	3 ¾ hours in pool
	T-Th	4:30pm to 6:00pm 6:00pm to 6:30pm	3 hours in pool and 1 hour of dryland
Senior	M-W-F	4:30pm to 6:30pm	6 hours in pool
	T-Th	4:30pm to 6:00pm 6:00pm to 6:30pm	3 hours in pool and 1 hour of dryland

Team Award Program

As important as it is to have goals, BDST feels it's just as important to reward swimmers who meet their goals. We also feel it's important to acknowledge volunteers who go over and beyond to support our swimmers and team. The following achievements are recognized and rewarded annually.

Swimmers

- Perfect Attendance
- Attending eight or more sanctioned meets in a season
- Completion of the IMR/IMX program (USA Swimming)
- A-Times (Attending State Qualifiers)
- Age Group Sectionals
- Senior Sectionals
- Futures – Juniors
- Seniors – Olympic Trials

Team Officials (Volunteers)

Choosing to become a USA Swimming Official is a great honor and supports our team. This type of dedication to the sport is highly valued. Different levels of awards are offered throughout the certification process. We encourage anyone to participate in this great program. Contact a BDST board member for more information.

DAC/High School Partnerships

Dallas Aquatic Center (DAC) is our home training facility. We share this space with the general public, multiple DAC swim programs and surrounding high school swim teams during their season. Our team staff works closely with the City of Dallas to schedule our pool time for practices, meetings, home meets, and other BDST events. This expense is covered mostly with BDST registration costs and fundraisers. We work hard to ensure enough pool time to support a thriving swim team. Our relationship with the DAC and City of Dallas is vital to the success of our team and community.

As mentioned earlier, we share DAC with the surrounding high school swim teams. Although club and high school teams are distinctly different, it is in the best interest of the athletes to have a compatible relationship. Any swimmer who would like to continue competition beyond their high school season is welcome to join BDST, no matter what high school they attend.

Local/National Swim Governing Bodies

- **Get to Know USA Swimming (USAS)**
USA Swimming (USAS) is the national governing body for the sport of swimming in the United States. It's a member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Their membership is comprised of swimmers from the age group level to the Olympic Team as well as coaches and volunteers and is responsible for selecting and training teams for the international competition including the Olympic Games. Please go to their website for more information at www.usaswimming.org.

- **Get to Know Oregon Swimming (OSI)**

Oregon Swimming, Inc. (OSI) is our local swim committee (LCS). All registered swim teams in Oregon belong to both Oregon Swimming, Inc. (OSI) and its governing body, USA Swimming (USAS). This allows the swimmer to compete in meets sanctioned by OSI/USAS providing many different levels of competition. OSI also determines time standards for Oregon competitors. For more information regarding OSI and the time standards BDST follows, please go to their website at www.oregonswimming.org.

SECTION 2 – TEAM MEMBERSHIP

Membership Registration

Membership registration takes place in October each year the swimmer continues with BDST. Our registration deadline is November 30th. This timeline ensures the ability to meet USA Swimming deadlines and allows the swimmer to continue participating on the team and in sanctioned meets without interruption or delay. If you have questions regarding our registration process, please contact one of the following board members:

President: BDSTPresident@gmail.com

Treasurer: BDSTTreasurer@gmail.com

Membership Dues/Meet Fees

BDST membership dues ensure our team's financial stability and allow us to rent pool time, purchase equipment, host events and support our young athletes. Understanding the rising costs of children's athletics, we do our best to keep BDST membership dues at a minimum. There are three fee requirements to maintain membership:

	Monthly BDST Membership Dues	Annual BDST Fees (Includes USA Swimming Membership, Team T-Shirt & Swim Cap)	DAC Membership Seasons: September 1 – March 30 April 1 – August 30
Novice	\$40.00	\$110.00	\$250.00 Annually for Non-Residents
Age Group Prep	\$60.00		\$100.00 per Season
Age Group	\$65.00		
Senior	\$80.00		

- **USA Swimming**

All BDST swimmers become USA Swimming members when they join the team and are required to renew their membership by the end of November of each year they continue on the swim team. This membership provides insurance to the team as well as resources for swimmers, parents and coaches. Check out their website at www.usaswimming.org.

- **Dallas Aquatic Center (DAC)**

All swimmers are required to be a member of the Dallas Aquatic Center (DAC), our home training facility. They offer a special, seasonal membership rate for members of BDST (see above). It is each family's responsibility to maintain their membership with

DAC. Go to their website for other membership options and information
www.dallasor.gov/dac.

For all swim team members of high school age, it is mandatory, at this time to keep the swimmer's DAC membership current while competing for BDST. As BDST, Central High School and Dallas High School share the pool, you should notify BDST that you will not be paying swim team dues during this time, as your high school sporting fees cover the training costs.

- **Competition /Meet Fees**

Swimmers will have the opportunity to compete throughout the year. It is our goal to participate in at least one USA Swimming sanctioned meet per month. The host team generally charges a fee for each event entered as well as a nominal administrative and/or processing fee. The swimmer is responsible for all meet fees which will be billed the next month following the swim meet. Payment is due the 5th of the following month.

Meet Fee Example:

\$2.00 per individual event

\$6.00 administrative fee (\$3.00 OSI fee and \$3.00 administrative fee)

\$8.00 relay fee (\$2 per participant)

\$1.00 ribbon award surcharge

The swimmer signs up for three events and is invited to be on a relay team:

Total fees for the meet are \$15.00

Payment Policies

As a small non-profit, we operate on a limited budget, therefore timely payments are very important to our day to day operations. We expect payments to be paid in full and on time every month. Please contact the Treasurer with questions at BDSTTreasurer@gmail.com.

1. Invoices are emailed to each family on a monthly basis. It is the family's responsibility to have a current email address on file.
2. Membership dues and meet fees (if your swimmer attended a meet) are due in full by the 5th of every month. Meet fees will be included on your monthly invoice.
3. Checks are to be made out to BDST. Payment can be placed in the payment box inside the equipment cage on the swim deck or mailed to:

Blue Dolphins Swim Team
PO Box 1242
Dallas, OR 97338

4. Non-Sufficient Funds (NSF) charges will be assumed by the responsible party.
5. Payment is late if received after the 10th of the month. There will be a \$5 late fee charge to your swimmer's account.
6. Failure to pay your account balance when due can result in the swimmer not being permitted to enter meets and/or practice until the balance is paid. All decisions will be determined and brought forth by the Board of Directors.

7. If for any reason the responsible party is unable to pay his/her account in full, it's their responsibility to contact the BDST Treasurer as soon as possible to discuss payment options.
 8. The BDST Board of Directors reserves the right to change dues as necessary.
- **Membership Cancelations**
Notification is required in writing and should be submitted to the Board Treasurer and/or Head Coach when a member resigns. Fees are due up to that point. Meet fees and BDST Annual Registration fees (USA Swimming Membership) cannot be refunded.

SECTION 3 – PARENT/GUARDIAN INFORMATION

Parent/Guardian Responsibilities

As the parent/guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your swimmer to feel good about his/her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Team Communication

There are many sources of information available to you regarding swimming, practice, meets and BDST. BDST works hard to keep families updated so please utilize one or all of our information resources and contact a member of the Board of Directors or coaching staff if you have questions.

- **Email**
Email is our primary form of communication as it is the best way to communicate detailed information. The Head Coach emails meet details, practice updates, special events, etc. regularly. Please make sure BDST has the most current email address on file so you don't miss important updates.
- **Website**
Keep up-to-date with how the team is doing and upcoming events or schedule changes by regularly checking the website at www.bluedolphinsswimteam.org. Some of information we communicate via email can also be found on our website.
- **Facebook**
Follow BDST on Facebook for the most up-to-date commentary and important announcements.
- **Coaching Staff**
Our coaches are a great source of information and are willing to speak with you about your swimmer and development. For basic questions regarding practice times, swim meets, etc., we ask parents to first check the website or recent emails. Otherwise our coaches are available after practice.
- **Meetings**
 - a. Board meetings are held once a month and are a great way to find out what BDST is up to. Event planning, goal setting, financials, etc. are all discussed at these meetings and we encourage parents to attend. It's a great way to give us your input and gives you an opportunity to see what's going on behind the scenes.
 - b. Parent meetings are held at least once a year in the Fall. This meeting is strongly recommended as we discuss pertinent information for the upcoming swim year. This meeting kicks off our swim year. We discuss the team calendar,

upcoming events, share important information regarding team changes and/or updates. We also celebrate new member milestones and hold a Q&A session.

- **On the Deck**

There are multiple locations throughout the swim facility (DAC) with BDST information posted. One large bulletin board on the pool deck holds a variety of information about swimming, which includes information for upcoming events, team newsletter, contact information, season schedules and team accomplishments.

- **Newsletter**

Blue Dolphins News is published and distributed via email at the Head Coaches discretion. It's also posted on the team bulletin board on the swim deck. It's a great tool to see what's happening in the coming months and includes contact information if you have any questions.

- **BDST Board of Directors**

BDST board members are a great resource for information. You can usually find a board member on deck during practice, or you can email them using the email addresses below:

- President – BDSTPresident@gmail.com
- Vice President – BDSTVicepresident@gmail.com
- Secretary – BDSTSecretary@gmail.com
- Treasurer – BDSTTreasurer@gmail.com
- Meet Director/Events Chair – BDSTMeetDirector@gmail.com
- Fundraising Chair – BDSTFundraising@gmail.com

Getting Involved – Volunteer Opportunities

Coaches have witnessed direct positive impact to swimmers when parents show they care about the team's success and choose to volunteer. As stated earlier, BDST is a parent-governed club and parent volunteers are a vital part of our team success.

- **Volunteer Requirements**

Each swimmer's family is required to volunteer 15 hours per season; 20 hours per season for a family with two or more swimmers. This requirement is self-regulated and we encourage all families to participate. If, at any time volunteers are lacking, the Board of Directors may specifically call upon families for needed assistance. Please contact a BDST board member to start volunteering today.

- **Volunteer Opportunities**

- a. Serving on the Board of Directors
- b. Swim Meet Timer (Home/Away)
- c. Participate in Event Committees
- d. Participate in Fundraiser Committees
- e. Swim Deck Bulletin Board Maintenance
- f. Newsletter Support
- g. Meet Support (Home/Away)

SECTION 4 – FUNDRAISING

Fundraising Requirements

The importance of fundraising is monumental to the success of our team. BDST relies on fundraising to assist in operational costs that membership dues don't cover. These funds also help maintain current programs and continue to grow and expand on new programs that benefit our athletes. It's each family's responsibility to meet the recommended fundraising requirements put forth by our Fundraising Chair. This requirement is self-regulated and your support is greatly appreciated.

Fundraising Opportunities

Each year we have multiple opportunities to raise funds and some have a set goal for the swimmer. We encourage each swimmer and family to get involved and meet their goals, not only for the team, but for their own satisfaction of contributing to the team and sport they work so hard for. As fundraising events are scheduled, they will be shared with swimmers on the pool deck. In addition, an email will be sent out to all parents/guardians explaining the fundraiser and the swimmer goal, if applicable.

The Fundraising Chair is responsible for coordinating all fundraising events. Events may include, but are not limited to:

- **Partnership Events**
BDST swimmers, their family and friends are invited to dine at specific restaurants where a portion of the proceeds are donated to the swim team.
- **Swim-A-Thon**
This is a USA Swimming sponsored event that is similar to a jog-a-thon; except instead of jogging, the participant is swimming lengths or laps. This is our largest fundraiser of the year. Each swimmer is required to raise a specific amount designated by the Fundraising Chair. Families can choose to buy-out of the fundraiser in lieu of raising funds.
- **Raffles**
On occasion, businesses will donate high dollar value items to the team for a raffle. In years past, this is typically a Traeger Grill. Each swimmer is required to sell a specific amount of tickets designated by the Fundraising Chair. Families can choose to buy-out in lieu of selling tickets.
- **Carnivals/Community Events**
Traditionally, we are invited to run the Halloween carnival at DAC. This is an opportunity for the community to interact with BDST, for BDST to show our support for DAC and raise some much-needed funds for the team. Volunteering time for this event is instrumental to its success.

SECTION 5 – SWIMMER INFORMATION

Swimming 101

Congratulations and welcome to the world of competitive swimming. Over the next season, you'll have the luxury of swimming in Dallas's 195,000-gallon pool, boasting, six 25-yard lanes. This will become your second home. You'll have practice 3 – 5 days a week depending on your swim group and you'll attend swim meets, at least once a month. You'll become familiar with terms like heat sheets, dryland, blocks, DQ and the like, but most importantly, you'll become a competitive swimmer.

▪ Strokes, Individual Medleys (IM) and Relays

- Freestyle – Is an event where the competitor may swim any stroke. The stroke most commonly used is sometimes called the 'crawl' (we refer to it as freestyle), which is characterized by the alternate stroking of the arms over the surface of the water surface and an alternating (up and down) flutter kick.
- Backstroke – Consists of an alternating motion of the arms with a flutter kick while on the back. On turns, swimmers may rotate to the stomach and perform a flip turn and some part of the swimmer must touch the wall. The swimmer must finish on their back.
- Breast Stroke – Requires simultaneous movements of the arms on the same horizontal plane. The hands are pressed out from the front of the breast in a heart shaped pattern and recovered under or on the surface of the water. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously at, above or below the water surface.
- Butterfly – Some consider this the most beautiful of strokes. It features a simultaneous recovery of the arms over the water combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissor or use the breast stroke kick. Both hands must touch the wall simultaneously on the turns and the finish.
- Individual Medleys – Commonly referred to as the I.M., features all four strokes. In the I.M., the swimmer begins with the butterfly, then changes after one-fourth of the race to the backstroke, then breast stroke and finally freestyle.
- Relays – Relays are races that include four team members. These events include freestyle relay or a medley relay. The medley relay includes each swimmer completing one stroke of the medley. Coaching staff determines who will participate in relays the day of the meet. It's important for swimmers to check with their coach or heat sheets to determine if they have been put on a relay team.

▪ Dryland Training

The definition of dryland training is: any form of strength and conditioning work done outside of the pool. It's an important part of a complete, well rounded swimmer by improving speed and coordination through muscle development. It also assists in injury prevention. Some dryland activities include weight lifting, circuit training, plyometric training and running. For more information on dryland training please go to

www.usaswimming.org.

- **Nutrition**

Due to the physical nature of swimming and hours spent in the pool training, maintaining proper nutrition and hydration is paramount. A balanced diet for a swimmer includes the right balance of healthy fats, complex carbohydrates and lean proteins. There are many resources online that will clearly explain proper nutrition for your swimmer. Please go to www.usaswimming.org for additional information or go to our website for information on proper nutrition for a meet at www.bluedolphinsswimteam.org.

Swim Attire and Equipment Needs

Fortunately for us, swimming doesn't require fancy equipment and is pretty straight forward. During warm-ups coach requires some equipment usage that's supplied by BDST. These supplies include, kick boards, pull buoys, paddles, fins and older swimmers will you snorkels during some training sessions.

Swim Outlet

We do our best to make finding the proper suit and equipment easier for you by partnering with Swim Outlet. Ordering your suits and equipment through Swim Outlet not only saves you time and money, but it also supports our team. A percentage of the proceeds from online orders go directly to the team. Go to www.swimoutlet.com/bluedolphins to get your swimmer outfitted with all the right gear today!

Required Equipment

Practice Suit – Pools can be tough on swimsuits and your practice suit will get the most wear and tear. This is the suit that will be worn daily and endure hours of practice. It's best to rinse suits with plain water after each use and hang to dry. Limit exposure to harsh soaps or detergents to ensure the longevity of the suit.

Competition Suit – This the suit worn during swim meets and competitions. Currently there is no team suit requirement, but a dark blue or black suit is preferred. Swimmers are encouraged to wear the recommended suit for uniformity and team spirit.

Goggles – Goggles are preferred and most swimmers wear them. Pool chemicals can sometimes cause eyes to hurt and goggles are a great preventative. Goggles should be carefully rinsed after each use.

Swim Cap – BDST provides a team swim cap. Swimmers who choose to wear a cap are required to wear a team cap for both meets and practice. This creates uniformity and helps with team building.

Swim Bag – A swim bag isn't required but certainly preferred. There's a huge variety of bags from a simple mesh bag to a fancy swim specific bag. The swimmer will need a bag big enough to hold a change of clothes, multiple towels, goggles, swimsuit, a water bottle, snacks and personal items you may need at a swim meet (shampoo, conditioner, etc.).

Dallas Aquatic Center offers a small inventory of swim equipment and suits in the lobby; however, going online will give you a better variety and better price. If you have additional

questions, please feel free to talk to veteran swim parents. They will have all sorts of helpful tips and advice.

Short Course/Long Course Seasons

The annual swim year is divided into two seasons, short course and long course. Most competitions for the short course season are held in pools that are 25 yards or meters in length. Long course competitions are mostly held in “long,” 50 meter pools. The seasons are as follows:

- Short Course – September through March
- Long Course – April through August

There are different sets of time standards for short and long course races and each session has its own championship meets. To see the time standards BDST follows, please go to www.oregonswimming.org.

SECTION 6 – SWIM MEET 101

The Amazing World of Swim Meets

Meets and competitions are the reason swimmers spend hours in the pool at practice. In competition, the swimmer has the chance to improve their own “best times,” to swim on relays with teammates and to earn points for their team. There are meets suited for beginning swimmers all the way through the State, Regional and National team participants, where the swimmers must swim a predefined qualifying time before being eligible to enter. Swim meets are fun, gratifying, crazy and worth every minute. As far as sporting competitions, swim meets are unique and we are lucky to be a part of them.

- **Meet Registration Instructions**

When it's time to register for a meet, the Head Coach will email meet information (meet sheet) and a BDST Meet Entry Form to each family. This information will include meet dates, times, swim events and special instructions. Please read all information carefully, as each meet is a little different. You may want to make multiple copies of the BDST Meet Entry Form to have on hand for future meets. The meet sheets will also be on the team bulletin board and on the website at www.bluedolphinswimteam.org.

The Head Coach sets the meet submission deadline and will include the date in the email and on the team bulletin board. This date will ensure our swimmer's entry into the meet. BDST Meet Entry Forms will not be accepted after the Head Coach's deadline and your swimmer will not be able to compete. Once the Head Coach compiles all the swimmer data, he/she will submit all team entries to the host team.

Unlike other sports, your swimmer will not be 'selected' for team meets/competitions, but is welcome to enter into as many swim meets as he/she wishes, or as soon as you and the coaching staff feel they are ready. We highly encourage meet involvement. It's a great way for a swimmer to compete and challenges them to improve upon what they've learned in practice. Contact the coaching staff if you have questions regarding our swimmer's readiness for meets.

- **Meet Costs**

The host team generally charges a fee for each event entered in addition to a nominal administrative and/or processing fee. Some meets will have relay fees and award surcharge fees as well. The Head Coach will determine who's swimming a relay the day of the meet. The swimmer's family is responsible for those charges as well. Each meet is a little different and most fees are explained on the meet sheets the Head Coach sends out.

Meet Fee Example:

- \$2.00 per individual event

- \$6.00 administrative fee (\$3 OSI fee and \$3 administrative fee)

- \$8.00 relay fee (\$2.00 per participant)

- \$1.00 ribbon award surcharge

The swimmer signs up for three events and is invited to be on a relay team:

Total fees for the meet are \$15.00

If the swimmer signed up for the meet, the swimmer is responsible for all meet fees billed. Payment is due the 5th of the following month. See Section 2 – Team Membership for details.

What to Expect at a Swim Meet?

As you will soon learn, swim meets are a world unto themselves. The first few minutes arriving at a swim meet can be a little overwhelming. There are a lot of people arriving at the same time, finding space to sit, locating locker rooms and looking for heat sheets. Just remember to take a deep breath and relax. It will do your swimmer no good if you are stressed, so stay calm. Remember we are all one big happy swim family and everyone is very supportive and will help you through the process.

One thing you'll notice right away is the official looking staff. These are people dressed in white and black walking up and down the side of the pool scrutinizing the swimmers as they are competing. These are Oregon Swimming, Inc. (OSI) Certified Stroke and Turn Officials, whose job is to make sure swimmers are doing the strokes, turns and final wall touch correctly and legally. If an infraction occurs, the Official will raise his/her hand, signaling a disqualification and that swimmer's time may not count.

Without such quality control, the time swam at the meet could not count as official times through OSI. The Officials are parents and volunteers who have gone through specific training to be certified through OSI. If your swimmer gets disqualified (DQ'd), help them understand that's a part of the learning experience. Ask a board member for more information if you're interested in becoming a Certified Swim Official.

▪ **Parent/Guardian**

Warm up times and meet start times are listed on the meet sheets. Please arrive at the swim facility a little early, as this allows your swimmer to get acquainted with the pool and warm up before competition. Don't be late!

- Where to sit – BDST tries to sit together and cheer for the team as a group. If you're the first to arrive, save space for the team if you are able. If you aren't the first to arrive, look for fellow teammates/parents and hope there's space to squeeze in.
- Bring old towels and/or blankets to set on the ground if your swimmer doesn't want to be in the bleachers. Sometimes it's nice to give the swimmer their own space as they wait for their events.
- Be comfortable – It's a humid environment, dress lightly or in layers. Most swim parents will be volunteer timers and they get wet. Wear something that will dry quickly. Flip flops or shoes you don't mind getting wet is most appropriate.
- **Team Spirit – Wear Team Colors!** If you don't have a team shirt, try to wear a blue shirt of some kind. It shows unity, team spirit and support for our swimmers. If you are interested in a team shirt or other team attire, contact a BDST board member.
- Food/Snacks – Bring plenty of food for your swimmer. Between events, eating is a swimmer's favorite past time. Make sure you have enough healthy snacks to get through the meet. Most meets will have concessions; don't forget to bring cash if the concessions are your food source.

- Heat Sheets – Heat sheets tell you the details of the events your swimmer will be competing in. It shows the event name, event number, what heat your swimmer will be in and their lane. Most meet hosts will post heat sheets on a wall somewhere in the facility or they will sell a heat sheet booklet. They usually range from \$3.00 to \$5.00. Most swimmers write this information on their arm with a Sharpie (don't forget a Sharpie), so it doesn't wash off in the pool. Some parents like to have it written down for their own reference as well. If you're confused, when in doubt ask a veteran parent. They are always willing to help.
 - "Bull Pen" – If your swimmer is 8 years of age and under, meet organizers will have a "bull pen" area where the swimmers gather to wait for events and are escorted to their lanes by volunteers. Make sure your swimmer gets to the bull pen area in time so they don't miss their event.
 - Volunteer to be a timer – This is important! Without timer volunteers our swimmer's times aren't official and don't count. Timing is easy and can be learned in a few minutes. Less experienced timers can be partnered with more experienced timers. Most meet hosts will have timer sign-up sheets in two-hour increments hanging on the walls close to the starting blocks or they'll announce when they need timers. Timing is fun and you get a close up view of the action.
 - Congratulate and encourage all swimmers – Be free with your support and encouraging words. Cheer on swimmers and always focus on the positive aspects of any race. Praise your swimmer and let the coaches do the coaching.
 - Leave your area clean – Most events are "invitational" meets, meaning we are invited to attend. Be respectful of the host team's facility, so we'll be invited back again. Be courteous, helpful and gracious to everyone attending meets. We're all there for the same reason – to support our swimmers.
 - Sending your swimmer with another adult – If you can't personally attend a meet and you send your child with another family please send your swimmer well equipped and well provisioned. Should your swimmer wish to participate in a swim meet but you are unable to attend notify the coach and he/she can help arrange with another parent to give your swimmer a ride to the meet.
- **Swimmers**
 - Be prepared – Make sure your swim bag includes the appropriate clothing and equipment: meet swimsuit, team attire (t-shirt, sweatshirt, etc.), change of clothes, towels, BDST swim cap, Sharpie and goggles.
 - Food and hydration – Make sure to have enough food and water to get you through your meet. Pick healthy choices to guarantee top performance in the pool.
 - Prepare for downtime – Bring something to do in between your events: electronic device, book, deck of cards, etc.
 - When you arrive – Get to the meet on time, check in with the Head Coach and warm up. Verify if you are on a relay team. The coach will determine that the day of the meet.
 - Heat sheet – Find out what your events are and write them down. Most swimmers do this on their arm with a Sharpie. It's your responsibility to know your event information. Have an adult or fellow swimmer assist you.

- Before your events – Go talk to your coach. After you race your event, go talk to your coach. This is when he/she will critique your race and give you advice. Check with the timers in your lane and ask for your time.
- Post event – Recover, eat, drink and repeat until you're done with your meet.
- Remember to follow the BDST Swimmer Code of Conduct while at meets. You are a representative of BDST. Be proud!

Meet Schedule

We swim year-round broken up by two swim seasons. In an average season, you'll be invited to approximately one meet per month, sometimes two if the schedule allows. We strongly advise to participate in sanctioned meets. It not only helps the swimmer improve, but also helps the team build a stronger environment to compete and support each other. Please see the swim deck for the most current schedule of meets or go to the website at www.bluedolphinswimteam.org.

SECTION 7 – CODE OF CONDUCT/POLICIES

Swimmer Code of Conduct

As swimmers representing BDST, it's important our actions and conduct are held to the highest level. All BDST swimmers will be required to sign a Swimmer Code of Conduct annually. The BDST Swimmer Code of Conduct is as follows:

1. As a swimmer representing BDST, I'll conduct myself with dignity and behave in a way that reflects positively on me and the team at all times.
 2. I'll be on time and ready to swim for practice, training sessions and meets.
 3. I'll be responsible and remember to check-in using my pool pass prior to practice, as required by Dallas Aquatic Center.
 4. I'll put forth my best effort during every practice I attend and complete any training set my coach gives me with honesty and integrity. My focus is only on my own practice, no one else's.
 5. I'll demonstrate sportsmanlike behavior and respect for officials, coaches, parents, volunteers and swimmers at all times.
 6. I'll never interfere with the progress of another swimmer; this includes pushing or pulling other swimmers under the water.
 7. I won't bully or cause harm to another swimmer during practice and/or at any other swim team function. This includes practice, warm-ups, meets, locker rooms or off-site functions. If I witness this behavior, I'll report it to a trusted adult right away.
 8. I will not gossip about or be unkind to my teammates.
 9. I'll be supportive of my teammates at practice and in competitions. I understand that working as a unit will benefit each team member and is an important part of the BDST spirit.
 10. I'll respect the staff and other guests at Dallas Aquatic Center (DAC) by following the safety rules, keeping the locker rooms clean, keeping my voice low in the locker room, showering in a timely manner and showing my respect for the building by leaving all areas as clean as, or cleaner than when I arrived.
 11. During away meets, I'll be courteous to meet hosts and pool facility operators. I'll leave the BDST team area in a neat and clean condition at the conclusion of each meet. This applies to pool locker rooms, bleacher areas, pool decks, outdoor waiting areas, etc.
 12. I'll support and encourage my teammates and other fellow competitors.
 13. When attending swim meets, I'll know all my events/relays and check-in with my coach before and after each event.
 14. As a member of USA Swimming, I will uphold the USA Swimming Code of Conduct.
- **Prohibited Behavior**
 - a. Use or possession of any illegal substance (i.e., alcohol, drugs, tobacco).
 - b. Destructive behavior.
 - c. Inappropriate or unruly behavior, including fighting or striking another athlete.
 - d. Inappropriate language (swearing or derogatory comments) or lying.
 - e. Stealing and vandalism.
 - f. Bullying or isolating another swimmer.

If for any reason a swimmer doesn't conduct themselves under this code, disciplinary action will be enforced. This can range from, but is not limited to: reprimands, repetitions of a drill, push-ups, etc., being sent home, being removed from competition or receiving any other disciplinary action the coaching staff and/or Board of Directors deems appropriate.

Coaches Code of Conduct

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.

1. At all times, adhere to USA Swimming's rules and code of conduct.
2. Set a good example of respect and sportsmanship for participants and fans to follow.
3. Act and dress with professionalism and dignity in a manner suitable to his/her profession.
4. Respect officials and their judgment and abide by the rules of the event.
5. Treat opposing coaches, participants, and spectators with respect.
6. Instruct participants in sportsmanship and demand that they display good sportsmanship.
7. Coach in a positive manner and do not use derogatory comments or abusive language.
8. Win with humility and lose with dignity.
9. Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
10. Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
11. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
12. 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 the Board of Directors.

Parent Code of Conduct

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

1. 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.
2. I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
3. I will refrain from coaching my child from the stands during practices or meets.

4. 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.
5. I will respect the integrity of the officials.
6. I will direct my concerns to first to the Head Coach; then, if not satisfied, to the Board of Directors.

Failure to adhere to the code of conduct may result in disciplinary action.

Anti-Bullying Policy

Bullying of any kind is unacceptable to BDST and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. BDST is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents/guardians should know that incidents will be dealt with promptly. Anyone who witnesses or is a victim of bullying is expected to report it to a trusted adult right away. For more information on the topic, please see: www.stopbullying.gov.

▪ Definition of Bullying

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

- a. Causing physical or emotional harm to the other member or damage to the other member or damage to the other member's property;
 - b. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
 - c. Creating a hostile environment for the other member at an BDST activity;
 - d. Infringing on the rights of the other member at any BDST activity; or,
 - e. Materially and substantially disrupting the training process or the orderly operation of any BDST activity, which includes practices, workouts and other events hosted by BDST.
-
- ### **▪ How BDST Handles Bullying**
- a. Intervene immediately. It is ok to get another adult to help if needed.
 - b. Separate the kids involved.
 - c. Make sure everyone is safe.
 - d. Meet any immediate medical or mental health needs.
 - e. Stay calm. Reassure the kids involved, including bystanders.
 - f. Model respectful behavior when intervening.

Reporting Bullying/Misconduct

It is the responsibility of all team members, parent's/guardian's, team volunteers and coaching staff to promptly report any misconduct and/or bullying. Reporting must occur when an individual has firsthand knowledge of misconduct and/or bullying, or where specific and credible information has been received from a victim or knowledgeable third party.

- **Reporting Procedure for Swimmer**

If an athlete has witnessed any type of misconduct/bullying or has been bullied, they are required to do one or more of the following things:

- a. Talk to your parents/guardians.
- b. Talk to a coach, board member or other trusted adult.
- c. Write a letter or email to a coach, board member or other trusted adult.
- d. Make a report to the USA Swimming Safe Sport Staff.

- **Reporting Procedure for Team Adult**

As a team adult, it is your responsibility to always be looking out for the best interest of our athletes. If a team adult witnesses bullying and/or misconduct and for some reason can't address it on the spot, they are required to report it to a BDST board member right away. It's your responsibility to keep our kids safe. If you need to contact USA Swimming or another outside source of authority, please go to www.usaswimming.org.

- **Finding Resolution**

Once misconduct/bullying is reported to the BDST board member, action will be taken immediately. Reported incidents will be handled on a case by case basis and by severity of the incident. The BDST Board of Directors will work towards resolution by collecting information regarding the incident and addressing children involved in a supportive and productive manner. There will also be continued follow-up to ensure the bullying/misconduct has stopped. Communication between a trusted adult, coaching staff and swimmer(s) will continue until it's resolved.

Photography Policy

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed.

Policies:

1. The publishing of 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 per the annual registration form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition.

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 your 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.

Opt In/Out:

Parents or guardians can opt in or out of having their children photographed. This option is located on the registration form which is submitted annually.

If a parent or guardian wishes to change their consent during the year, they may email the Head Coach with their request to change options. The change will become effective upon receipt by the Head Coach.

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.

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

1. 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.

2. 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, 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.

3. 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 open;
 - 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 Blue Dolphins Swim Team.
4. Individual Training Sessions
Individual training sessions outside the regular course of training and practice between Applicable Adult 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

1. Content
All electronic communication from Applicable Adults to minor athletes must be professional in nature.
2. 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 the minor athlete communicates electronically to the entire team, said Applicable Adult must copy another adult.

3. Requests to Discontinue
Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Blue Dolphins Swim Team, 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.
4. 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.
5. 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" Blue Dolphins Swim Team 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

1. Local Travel

Local travel consists of travel to training, practice and competition that occurs and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with and 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 and shared or carpool travel arrangement.

2. 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 Blue Dolphins Swim Team or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangements or overnight lodging location with a minor athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and or similar age.

- 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

1. Requirements 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).

2. Use of Recording Devices

Use of any device's (including 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.

3. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstances. 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 circumstances.

4. One-on-One

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 time for use by Applicable Adults must be designated.

5. Monitoring

Blue Dolphins Swim Team must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas must be monitored by the 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.

6. 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

1. 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.).

2. 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 on an athlete under any circumstances.

3. 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 Blue Dolphins Swim Team.
- 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. 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.

Locker Room Monitoring Policy

Purpose

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

Facilities

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

We practice at the Dallas Aquatic Center.

This location has both female and male lockers rooms that are shared with Dallas Aquatic Center members. As such, there are likely to be people who are not associated with the Blue Dolphins Swim Team in the changing area around the time of practice.

Monitoring

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

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 let the coach or administrator know beforehand that he or she will be helping the athlete.

Policy

The Blue Dolphins 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. Staff, coaches and parents conduct these sweeps, with women checking on female locker rooms and men checking on male locker rooms.

Use of Cell Phone 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 us of such devices in the locker room or other changing areas.

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

Disciplinary Action

Any and all misconduct in the locker room or changing areas shall be reported to the Head Coach either in person and/or in writing. Disciplinary action will be enforced. This can range from, but is not limited to: reprimands, repetitions of a drill, push-ups, etc., being sent home, being removed from competition or receiving any other disciplinary action the coaching staff and/or Board of Directors deems appropriate.

Grievance Policy

Coaches' responsibilities include:

1. Assessing behavior of swimmers as dictated by our Code of Conduct and all published policies and procedures,
2. Issuing disciplinary action for any swimmer that is determined to have violated that Code of Conduct or any published policy/procedure
3. All disciplinary action is at the coach's reasonable discretion, and will be issued regarding:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions against swimmer
 - d. Adverse effect of the misconduct on other swimmers
 - e. Application of the Code of Conduct
4. Coaches are authorized to take immediate disciplinary action, if appropriate and necessary under the circumstances, to ensure the safety of all swimmers.

Categories of Complaints:

1. Regarding Conduct of Swimmer
2. Regarding Conduct of an Assistant Coach
3. Regarding Conduct of Head Coach
4. Regarding Conduct of a Parent
5. Regarding Conduct of any Board of Director officer

Registering a Grievance:

1. Regarding Conduct of Swimmer - Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete 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.
2. Regarding Conduct of an Assistant Coach – Should a parent or swimmer feel an Assistant 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.

3. Regarding Conduct of Head Coach – 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.
4. Regarding Conduct of Parent – Should a parent or swimmer feel the parent’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. The complaint should be made in person or in writing. This complaint will be subject to review and discussion by the full Board of Directors.
5. Regarding Conduct of any member of the Board of Directors – 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 full Board of Directors and Head Coach of this violation. The complaint may be registered by:
 - a. Presenting a detailed account of the violation at a regularly scheduled Board of Directors meeting;
 - b. Requesting a special meeting of the Board of Directors by providing notice of this request to the full Board of Directors and Head Coach;
 - c. Providing a detailed, written account of the violation to all sitting Directors and the Head Coach.

This complaint will be subject to review and discussion by the full Board of Directors and Head Coach.

Grievance Procedure

Any initial conduct review and disciplinary action will be the responsibility of the Responsible Coach, Head Coach or President to whom the complaint was required to be made. A decision, and/or disciplinary action, will be issued as soon as reasonably possible.

1. If the parent/swimmer registering the complaint feels the Coach’s disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal the decision of the Responsible Coach, in writing, with the Head Coach within 7 days of the initial complaint. A decision, and/or disciplinary action, will be issued by the Head Coach as soon as reasonably possible. Failure of the Responsible Coach to address the parent/swimmer concerns in a timely manner is a basis for requesting an appeal.
2. If the parent/swimmer registering the complaint appeals the Responsible Coach’s conduct review and/or disciplinary action **and** feels the Head Coach’s decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may request a review of all disciplinary actions and any appeals to the Head Coach by the full Board of Directors. The parent/swimmer must request this review by:
 - a. Presenting a detailed account of the violation at a regularly scheduled Board of Directors meeting;
 - b. Requesting a special meeting of the Board of Directors by providing notice of this request to the full Board of Directors and Head Coach understanding that the Board of Directors will put good faith effort into scheduling such an emergency meeting in a timely fashion;
 - c. Providing a detailed, written account of the violation to all sitting Directors and the Head Coach.

3. The decision of the Board of Directors in regard to any complaint, and any resulting disciplinary action, is final.

If the individual filing the complaint does not feel it was resolved adequately, they may contact one of the following for further assistance:

For a Safe Sport concern, contact USA Swimming at (719) 866-4578.

Contact the U.S. Center for Safe Sport to make a report. Call (720) 524-5640 or use the [online reporting form](#).

ARTICLE 304
USA SWIMMING CODE OF CONDUCT
(EXCERPTED FROM THE 2020 RULEBOOK)

304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3

The following shall be considered violations of the USA Swimming Code of Conduct: Measures to be adjudicated by the USA Swimming National Board of Review

- .1 Violation of the right to compete provisions set forth in Article 301.
- .2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
- .3 Repeated violation of any of the Minor Athlete Abuse Protection Policies [see page 95].
- .4 Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.
- .5 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.6 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.7 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.8 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a 304.3 2020 Rules & Regulations 95 coach, official, trainer, or a person who, in the context of Swimming, is in a position of authority over that athlete.

.9 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.10 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.11 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is: A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming; or B Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.12 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, an LSC or the sport of swimming. Measure to be adjudicated by the U.S. Anti-Doping Agency

.13 Violation of the anti-doping provisions set forth in 303.3. Measure to be adjudicated by the U.S. Center for SafeSport

.14 Violation of the SafeSport Code. [see www.usaswimming.org/code]