



SAFE SPORT GUIDE
Policies, Procedures, and Forms
September 1, 2021

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Introduction

Lakeridge Swim Team values first and foremost, the safety and well-being of its swimmers. This guiding principle extends from physical to mental health, and includes but is not limited to the prevention of abuses too often seen in society, from disrespect and bullying to sexual misconduct.

The Lakeridge Swim Team Safe Sport Guide aims to address all forms of sexual and non-sexual misconduct, per the guidance of extensive education and tools offered by the US Center for Safe Sport and USA Swimming.

Lakeridge Swim Team Mission Statement

With inspiration from the aims of our governing body (USA Swimming) and the Olympic Movement, Lakeridge Swim Team strives to provide a positive and safe swimming environment for young people, combining an emphasis on the technical, psychological, and social aspects of swimming as a sport and as a lifelong skill. We are committed to excellence as well as the enrichment of our sport. We “seek to create a way of life based on the joy found in effort, the educational value of good example and respect for universal fundamental ethical principles”(1). Our mission begins with a love of swimming, and extends to the broad range of individual goals and abilities of our members.

Objectives

Lakeridge Swim Team objectives can be summarized as follows:

- As a USA Swimming team and in full support and accordance with the objectives of USA Swimming, Lakeridge promotes the ideals of discipline, excellence, integrity, leadership, innovation, and creativity.
- Through participation in training, competing, team events, and community service, Lakeridge provides guidance and opportunities to foster personal responsibility, accountability, sportsmanship, and citizenship.
- Lakeridge provides a well-educated and professional coaching staff whose interest is in the development of the team as well as the individual swimmer.
- Lakeridge provides an appropriate environment to encourage the full, positive development and participation of the whole person.
- Lakeridge promotes family/community support and involvement in competitive swimming.
- Lakeridge provides opportunities for swimmers at all levels to participate in competitions and other team activities.
- Through training excellence, focus, and directions provided by its coaching professionals, Lakeridge is committed to excellence in competition at the highest levels, from regional to national and international.
- We expect each parent and swimmer to understand and adhere to these principles and objectives and encourage every member to strive toward building the strongest team possible, through individual and teamwork.

To All Lakeridge Swim Team Members & Prospective Members -

Please keep in mind that respect (for self and other) and misconduct are mutually exclusive. Where respect is present, misconduct has no place. Further, when all members of a community live by this guiding principle, the need for policies like those outlined here becomes unnecessary. Unfortunately however, decades of unchecked abuse, from bullying to sexual misconduct throughout society, including sports, have devastated the physical and mental well-being of countless athletes. Please read the following pages carefully, take the appropriate course offered by USA Swimming (see Safe Sport Education & Training, p. 15), and be part of our culture of respect. Thank you.

Sincerely,

Sharon M Weiss, PhD

Head Coach, Lakeridge Swim Team

Section I

USA Swimming Safe Sport Policy

A. Minor Athlete Abuse Prevention Policy

a. Applicability

- i. In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.
- ii. Adult Participants: Any adult 18 years of age or older who is a:
 1. USA Swimming member, either athlete or non-athlete;
 2. Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
 3. Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
 4. Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

b. General Requirement

USA Swimming Zones, LSCs and member clubs 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/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

c. Definitions

- i. Athlete: A USA Swimming athlete member.
- ii. Authority: When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).
- iii. Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.
- iv. Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete’s suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.
- v. Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.
- vi. Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.
- vii. In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post

- viii. event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
 - ix. In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
 - x. In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
 - xi. In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport- related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
 - xii. Massage: 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.).
 - xiii. Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.
 - xiv. Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:
 - 1. The Adult Participant has no authority over the Minor Athlete; and
 - 2. The Adult Participant is not more than four years older than the Minor Athlete.
 - xv. Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.
- d. One-On-One Interactions
- i. Observable and Interruptible
All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:
 - 1. In emergency circumstances;
 - 2. When a Dual Relationship exists; and/or
 - 3. When the Close-In-Age Exception applies.
- e. Meetings and Individual Training Sessions
- i. Meetings
 - 1. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.

2. 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.
 3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.
- ii. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers
If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
 1. The door remains unlocked;
 2. 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.
 3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.
 - iii. Meetings and Individual Training Sessions
 1. The door remains unlocked;
 2. Another adult is present at the facility;
 3. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
 4. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
 5. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.
 - iv. Individual Training Sessions
 1. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - a. When a Dual Relationship exists; and/or
 - b. When the Close-In-Age Exception applies.
 2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to LAKERIDGE SWIM TEAM, which can be withdrawn at any time.
 3. Parents/legal guardians must be allowed to observe the individual training session.
- f. Social Media and Electronic Communications
 - i. Content
All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.
 - ii. Open and Transparent
 1. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
 2. The following exceptions apply to Section II(a):

- a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or
 - c. When the Close-In-Age Exception applies.
 3. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
- iii. Requests to Discontinue
Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant 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 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.
- v. Prohibited Electronic Communication
 1. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant 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”, “like” or “follow” the Organization’s official page.
 2. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
 3. The following exceptions apply to Section V:
 - a. When a Dual Relationship exists; and/or
 - b. When the Close-In-Age Exception applies.
- g. In-Program Travel and Lodging
 - i. Transportation
 1. During In-Program Travel, observable and interruptible environments must be maintained.
 2. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists;
 - c. When the Close-In-Age Exception applies; and/or
 - d. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
 3. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.
 - ii. Lodging
 1. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
 2. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.

3. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
 4. The following exceptions apply to Lodging:
 - a. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - b. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
 5. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.
- iii. Written Consent
A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In- Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.
- iv. Meetings
1. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
 2. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.
- h. 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 Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
 - ii. Observable and Interruptible
All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
 1. In emergency circumstances;
 2. A Dual Relationship exists; and/or
 3. The Close-In-Age exception applies.
 - iii. Private or Semi-Private Space for Minor Athletes
The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.
 - iv. 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 Adult Participant is prohibited.
 - v. Undress
Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

- vi. Showers
 - 1. Adult Participants must not shower with Minor Athletes unless:
 - a. The Adult Participant meets the Close-in-Age Exception; and/or
 - b. The shower is part of a pre- or post-activity rinse while wearing swimwear.
 - 2. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.
 - vii. Monitoring

The Organization 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:

 - 1. Conducting a sweep of the locker room or changing area before athletes arrive;
 - 2. Posting staff directly outside the locker room or changing area during periods of use;
 - 3. Leaving the doors open when adequate privacy is still possible; and/or
 - 4. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - 5. 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.
 - viii. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.
 - i. Messages, Rubdowns, and Athletic Training Modalities
 - i. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable 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.
 - ii. Additional Minor Athlete Requirements
 - 1. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
 - 2. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
 - 3. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
 - 4. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- B. How to Report a Concern
- a. USA Swimming (719) 866-4578
 - b. U.S. Center for Safe Sport (720) 524-5640 [online reporting form](#) or find more information at <http://www.uscenterforsafesport.org/>
 - c. Lakeridge Swim Team Safe Sport Coordinator
Sharon M Weiss sharonw@lakeridgeswimteam.com



Section II

Lakeridge Swim Team Safe Sport Policies

A. Locker Room Monitoring Policy

PURPOSE

The following guidelines are designed to maintain personal privacy, safety, and respect, especially between Adult Participants/Adult Athletes and Minor Athletes in locker room and changing areas. Awareness and respect for the personal and physical privacy of others is paramount for reducing the risk of misconduct in private and enclosed spaces.

FACILITIES

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

We practice at: *Northwest Pool, Idlewild Pool, and Carson Aquatic Facility*

Each location has: Men's and Women's Locker Rooms

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 know about this in advance. If an athlete needs assistance, or an athlete's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the athlete.

Policy

Lakeridge 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, with women checking on female locker rooms, and men checking on male locker rooms. We advise swimmers to arrive at practice in their suits, to shower (before or after) with suits on, avoid deck changing at all times (deck changing is against the rules of USA Swimming), be respectful of others' privacy, and report (to a coach) any behavior that gives one a, 'no feeling'.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

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

VIOLATIONS

Any violations of this policy will be reported to a coach of Lakeridge Swim Team as soon as possible, so that all suspects, witnesses and victims are available to recall the circumstances of the violation. If deemed necessary, local law enforcement will be notified. Any Lakeridge Swim Team coach, parent, staff, volunteer or athlete determined to have intentionally violated this policy, will be asked to leave the team. Any form of sexual misconduct, to include exposure, inappropriate touching, or photographing and/or recording, will be reported to local law enforcement, to be dealt with in the legal system.



B. Photography and Videography Policy

LAKERIDGE SWIM TEAM may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership with the team. All photos will be taken and published in line with the team policy (outlined below). The club requires parental consent to take and use photographs outside of internal use such as for the Annual Awards Banquet & Team Newsletters, both of which are for team members only.

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

As the parent/guardian of _____, my preferences are as follows (please check):

- 1) Take photographs for use on the club’s website. Yes _____ No _____
- 2) Take photographs to include with newspaper articles. Yes _____ No _____
- 3) Take photographs for use on the team bulletin board. Yes _____ No _____
- 4) Shoot video for training purposes. Yes _____ No _____
- 5) Shoot video for the annual awards banquet slideshow. Yes _____ No _____

Signed: _____ Dated: _____

Lakeridge Swim Team Photography/Videography Policy

While a club photography policy is not currently required by the Safe Sport Program, Lakeridge Swim Team observes the following policy for the safety and protection of its athletes.

In accordance with the guidelines set forth by USA Swimming: All photographs must observe generally accepted standards of decency, in particular:

- Action shots are a celebration of the sporting activity, not a sexualized image in a sporting context.
- Action shots taken or retained where the photograph reveals a torn or displaced swim suit are prohibited.
- Photography behind the blocks is prohibited at all times in USA Swimming.
- Photography in locker-rooms or bathrooms is prohibited at all times in USA Swimming.

C. Travel Policy

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

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



Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. 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). (305.5.A)
- d. 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. (305.5C)

Section 2 - Recommended Policies

- a. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- b. The directions & decisions of coaches are final.
- c. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- d. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.

Section 3 - Other Policies

Safety

- a. From the pool area to the van, situational awareness and consistent attention to one's personal safety and the safety of others is of primary concern at all times.

Behavior

- a. Respect for oneself and for others is a guiding principle when traveling and competing as a team. Such respect is also conducive to respect for the rights & privacy of others as well as respect for property, guidelines, & timelines.

Financial

- a. All fees are paid in full prior to travel.
- b. No room service.
- c. Swimmers are responsible for all incidental charges.

General

- a. In addition to cuts for the meet, Lakeridge Swimmers must attend a minimum of 80% of training sessions in order to qualify for team travel.

D. Bullying Policy and Procedures

PURPOSE

Bullying of any kind is unacceptable at LAKERIDGE SWIM TEAM and is not tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim, a team, and beyond. 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 or mentor.

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

1. There are lots of ways to communicate our frustrations about unresolved issues, from personal inadequacies to difficulty in interpersonal relationships; bullying others is not one of these choices.
2. To define bullying and give all team members 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 spread the word that LAKERIDGE SWIM TEAM takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Thankfully, USA Swimming Code of Conduct prohibits bullying, as the consequences of bullying can be lifelong. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services www.usaswimming.org/protect

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
- v. 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, or other designated individual;

Write a letter or email to the Club Coach, 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 ok 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 before, during, and after intervention.

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. Regardless of whether or not a behavior is deemed, 'bullying', children need to be heard and supported.
 - a. Review the USA Swimming definition of bullying;

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?
- b. 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.
 - c. 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 child who perceives/experiences bullying. 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.

E. Grievance Policy and Procedures

The **Lakeridge Swim Team** 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:

- Crisis Support Services of Nevada (833) 803-1183 / cssnv.org

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the **Lakeridge Swim Team** 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 **Lakeridge Swim Team** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation. This complaint should be made in person or in writing. Coaches will ensure that the **Lakeridge Swim Team** head coach 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 (Sharon M. Weiss, sharonw@lakeridgeswimteam.com).

- 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 participate in assessing the behavior.

Regarding Conduct of Head Coach – Notify the **Lakeridge Swim Team** head coach directly. 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 [another coach, as applicable] of this violation. This complaint should be made in person or in writing.

Regarding Parent or Official Conduct - Notify the **Lakeridge Swim Team** head coach directly.

- Should a parent or swimmer feel another **Lakeridge Swim Team** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

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 Head Coach has the authority to impose penalties for infractions of the **Lakeridge Swim Team** 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 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 **Lakeridge Swim Team** 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

Section III

Safe Sport Education and Training

A. Adult Athlete and Non-Athlete Member Requirements

Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides everyone, including athletes and Applicable Adults, with information necessary to more effectively minimize the opportunities for Physical and Sexual Misconduct and other types of abuse. With education comes knowledge, and knowledge empowers an athlete and others to identify misconduct and feel safe to report it.

It is the policy of USA Swimming that all adult athlete members (athletes 18 and older) and non-athlete members shall be familiar with the Minor Athlete Abuse Prevention Policies.

All adults who interact with and have direct and frequent contact with minor athletes, including adult athletes will complete Athlete Protection Training (APT) annually, in order to keep their membership current.

<https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>

Coaches: All coaches are required to complete the Athlete Protection Training before any regular contact with an athlete.

Other Volunteers/Employees: All Lakeridge Swim Team volunteers and employees that will have regular contact with, or supervision over Minor Athletes, shall be required to complete the Athlete Protection Training annually.

Volunteers and employees that have less than regular contact with Minor Athletes are strongly encouraged to complete the Athlete Protection Training.

B. Parent and Minor Athlete Education

Parent education is one of the keys to keeping a program safe from abuse and misconduct. Parents can assist by helping to avoid situations in which misconduct can occur, by being aware of the signs and symptoms of abuse, and by reporting suspected abuse. Parents and guardians are encouraged to take the short USA Swimming “Parent Guide to Misconduct in Sport” course online.

<https://www.usaswimming.org/utility/landing-pages/safe-sport/learn>



Minor Athletes (ages 12 to 17) should complete the Safe Sport course offered through USA Swimming. The course introduces the athlete to Safe Sport, healthy boundaries, and how to speak up about misconduct, abuse, and the behaviors that lead to abuse. This course is called “Safe Sport for Athletes” and can be found online.

<https://www.usaswimming.org/utility/landing-pages/safe-sport/learn>



Appendixes
A. Consent Form
a. Parent/Guardian Travel Consent Form

Lakeridge Swim Team maintains a number of Safe Sport policies, as set out in its Safe Sport Handbook, governing the activities of minors in certain circumstances for which written parental consent is necessary.

This Parental Consent Form serves to document that the parent or legal guardian of _____ (Minor Athlete) hereby consents to the following activities in which the minor athlete will be permitted to participate. Each activity bearing the initials of the parent or legal guardian on the appropriate line below, will signify that consent for that activity has been given. The absence of appropriate initials will indicate that permission has NOT been given for that activity.

The minor athlete may travel with, or be transported by _____ (coach's name), an unrelated adult, without a parent/guardian for the activity/trip described below:

Type of Activity/Trip: _____

_____ (initials as appropriate)

Dates: _____

Parent/Guardian understands that their minor may share a room with other athletes. Every effort will be made to assign an athlete(s) of the same age, however, there may be occasions where slight age differences (up to two years) might be necessary. Room assignments will be published prior to the group departing for the activity. Parent/Guardian authorizes such room assignments.

Activity/Meet: _____

Dates: _____

_____ (initials as appropriate)

Location: _____

This Consent Form shall expire upon completion of the activity, or after 6-months, whichever comes first, unless sooner revoked in writing by the parent or guardian. The applicable coach, Nova admin and the parent/guardian shall be responsible for maintaining a copy of this form, until revoked or expired.

I, _____, hereby acknowledge that I am the parent or legal guardian of _____ (Minor Athlete), and that I have reviewed the Nova Travel Policy and Code of Conduct. I affirm that I have the authority to consent on behalf of the Minor Athlete to the activities above. Execution of this form, together with initialing lines by activity above, constitutes my consent to the Minor Athlete's participation in such activity.

PRINT NAME OF PARENT/GUARDIAN

Signature of Parent/Guardian

RELATION TO ATHLETE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____



B. Code of Conduct
a. Athlete Code of Conduct

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, homophobic, 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.

Swimmer Signature

Date

Parent/Guardian Signature

Date



b. 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:

- 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 Sharon M Weiss (Head Coach); then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature(s)

Date



c. Coach 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.

- 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.

Signature(s)

Date

BEST PRACTICES GUIDELINES
(Adapted from Recommendations by USA Swimming for all its members)

1. Parents are encouraged to appropriately support their children’s swimming experience.
2. All Lakeridge Swim Team practice sessions are open to observation by parents/guardians, except when spectators are not permitted as a result of health concerns (e.g., virus transmission). No interactions with swimmers, photography, or videography are permitted during practice sessions. Thank you for supporting our working environment.
3. Coaches don’t initiate contact with or accept supervisory responsibility for athletes outside our programs and/or activities.
4. When only one athlete and one coach travel to a competition, the coach and athlete enjoy positive, open interactions, alongside fellow swimmers, coaches, officials, and the greater community within which a competition occurs.
5. Relationships of a peer-to-peer nature with athletes are generally avoided by staff. For example, coaches maintain appropriate boundaries between themselves and their athletes.
6. Coaches and other non-athlete adult members avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach does so in direct view of others as well as informs the athlete of what he/she is doing prior to the initial contact. Touching athletes outside the boundaries of what is considered normal instruction is minimized at all times. High fives & fist bumps are excellent examples of appropriate interactions.
8. Gift-giving, providing special favors, or showing favoritism to individual athletes have no place on Lakeridge Swim Team.