Policies & Procedures

Adopted April 2026

1. Introduction

This Policies & Procedures document is to serve as a guide, direct and provide boundaries pertaining to all aspects of Casper Swim Club (CASC). The following policies and procedures are intended to provide further direction than the CASC Bylaws, and can in no way conflict or waiver from them. In the event that a policy within this document contradicts the bylaws, precedence will be given to the directive of the Bylaws.

Adoption and Amendment of Policies & Procedures

1.1. Authority For Adoption

These policies and procedures are adopted by the Board of Directors (BOD) CASC. pursuant to Article IV - “Meetings and Quorum”, Section 4.9 “Voting”.

1.2. Amendments

These policies and procedures may be amended by the majority vote of the BOD, pursuant to 4.9 “Voting” of the CASC Bylaws.

1.3. Purpose

These policies and procedures are adopted to govern the specific circumstances within CASC and are intended to supplement the USA Swimming Rules and Regulations as applicable.

2. Member Registration

Registration to be submitted through USA Swimming
Each athlete, non-athlete, or administrative member registering with CASC shall do so using the SWIMS 3.0 platform maintained by USA Swimming.

Members who are not registered with USA Swimming will not be allowed to participate in CASC activities until the membership card is obtained.

CASC’s Vice President is responsible for disseminating CASC’s unique registration link that can be used for its athlete and non-athlete members to register with USA Swimming.

2.1. Outreach Membership

The Outreach Membership is a reduced membership fee offered to athletes who meet the criteria designated by Wyoming Swimming (WYSI). The fee amount is governed by USA Swimming and WYSI. The Outreach Membership fee replaces the USA Swimming and Wyoming Swimming fee and is paid annually at athlete registration. The athlete membership is for the calendar year; however,

swimmers registration applications submitted on or after September 1 will be valid through December 31st of the following calendar year.

2.1.1. **Qualifying Criteria:** To qualify for Outreach Membership, the athlete or athlete's family must meet the eligibility requirements for one (1) of the following programs:

LIEAP: Low Income Energy Assistance Program
Medicaid
Kids Care CHIP
Free and Reduced Federal Lunch Program
Foster Care Program
Special Circumstances (approved on a case by case basis by WYSI's Diversity, Equity, and Inclusion Committee)

Enrollment: An athlete or athlete's family must provide documentation of qualifying for one (1) of the above listed programs to CASC's BOD. No qualifying documentation may be kept on record by CASC. Athletes must re-enroll each year. WYSI's BOD reserves the right to verify Outreach Membership status.

3. Scholarship Program

CASC financial aid is available to any applicant who shows willingness and commitment to participation as an active member of CASC and who would be unable to participate without financial aid. Scholarships will be awarded to offset the cost of monthly dues. Additional funds may be available for the needs not described that might prevent or hinder a swimmer's ability to practice or compete. Additional funds are subject to the approval of the CASC BOD each time.

The application can be requested at any time by an athlete or their family by contacting the CASC Head Coach or President. The application is a Google Form format. Should the application format create an issue, the BOD will print the application.

CASC budgets for one (1) full scholarship per swim season. The BOD reserves the right to split the scholarship fund to better serve multiple swimmers when the need arises. Funds are limited, and awarded on a first come, first served basis. The submitted applications will be reviewed by the BOD and applicants will be notified via email as soon as possible. Awarded scholarships are valid for one season. Misconduct as defined by the CASC Athlete Code of Conduct, is grounds for loss of scholarship.

Should an athlete be awarded a scholarship, the athlete remains responsible for their own USA Swimming membership and pool rental fee.

4. Attendance Policy

4.1. Weekly Practice Attendance

Regular weekly practice attendance is strongly encouraged but not required. CASC does not enforce attendance minimums for weekly training sessions.

4.2. Meet Week Attendance Requirements

After an athlete has registered to swim a meet, the swimmer must attend at least one practice during the week of that meet in which they are registered. This practice must occur between Monday and the day before the meet, unless alternate arrangements have been made in advance with the coaching staff. This policy applies to all meets, including invitationals, duals, home meets, championships, sectionals, and zones.

If the athlete fails to attend at least one practice during the meet week, the coaching staff reserves the right to remove the swimmer from the meet. This policy is intended to ensure our athletes are physically and mentally prepared to race and to maintain a level of team accountability.

Families should be aware that meet entry fees are non-refundable as per most WYSI sanctions. If a swimmer is removed from a meet for non-compliance with the meet week attendance requirement, no refunds will be issued for those meet entries.

5. Meet Policy

Meet registration takes place on the CASC website with few exceptions. Registration is the responsibility of the athlete and their family, and is not included in CASC's monthly dues; Meet entry fees are billed separately. Team Events will be posted on the CASC calendar on our website. Team Events will have a coach present. Each listing will include registration and a copy of the sanction.

5.1. Sanction

The meet sanction includes essential information such as location, estimated start times, events offered, entry fees, meet rules, awards/point systems and registration deadline.

It is the responsibility of the athlete and their family to thoroughly review the sanction before registering.

5.2. Registration Deadline

All meet entries must be submitted before the posted deadline on the calendar. No late entries will be accepted with no exceptions.

Once an athlete is registered, families are responsible for arranging their own travel and accommodations as needed.

5.3. Pre-Meet Communication

1-2 days prior to the meet the Head Coach or Meet Director will send out an email with the warm up and timing assignment.

Families should read this email carefully, as it includes important information about when to arrive and what roles need to be filled.

5.4. Volunteer Expectations

Swim meets require family participation to run successfully. By entering a meet, families are committing to volunteer if needed for timing or other duties as per CASC's Volunteer Policy. See CASC Policies & Procedures 6..

5.5. Meet Arrival and Attendance

Athletes are expected to arrive at least 15 minutes before their scheduled warm up time, as listed in the pre-meet communication. Punctuality is essential. Late arrival may result in the athlete being scratched from the session.

If a swimmer cannot attend warm ups or the meet itself, they must notify the Head Coach in advance. Failure to attend warm up without prior notice may result in the swimmer being scratched from the meet by the coaching staff. Exceptions are rare and at the discretion of the Head Coach.

Families should be aware that meet entry fees are non-refundable as per most WYSI sanctions. If a swimmer is removed from a meet for non-compliance with the meet policy, no refunds will be issued for those meet entries.

6. Volunteer Policy

6.1. Introduction

CASC is a nonprofit, parent run organization that relies on the commitment and support of our member families to ensure smooth operations, successful events, and a balanced annual budget. To maintain the quality of our programming and facilities while keeping costs affordable, all families are required to contribute their time and efforts through volunteerism and participation in fundraising activities.

6.2. Volunteer Expectations

Each family is expected to volunteer a minimum of two (2) hours of their time to CASC swim meets and/or events throughout the swim season.

6.3. Duties

Duties assigned at swim meets include, but are not limited to setting up the pool, timing races, hospitality, control booth, award distribution, officiating, and facility cleaning. Volunteer roles and sign ups will be posted in advance, and families are responsible for selecting their shifts or assigned duties. All job duties are on a

first come first served basis. We cannot guarantee anyone a preferred slot, but will make sure enough slots are available for everyone to fulfill their requirements. Families who do not sign up to volunteer during a swim meet their swimmer(s) is participating in, will be given the opportunity to sign up prior to their swimmer(s) being scratched from the meet.

6.2.1.1. **Home Meets**

Each participating family is responsible for one set up/tear down duty, one food item per swimmer per day, and one job slot per swimmer per day. Families who do not perform the minimum requirement, or do not bring/complete the items they signed up for, will have a $100 charge per missed job duty, and an additional $50 charge per missing or different food item, added to their account.

6.2.1.2. **Away Meets**

Each participating family is responsible for one job slot per swimmer, per day. Families who do not perform the minimum requirement, or do not complete the job they signed up for, will have a $100 charge per missed slot added to their account.

6.3.1. **Officiating, Deck Marshall, Head Timer and Control Booth**

Volunteers who sign up as officials, deck marshalls, head timer, and control booth workers will fulfill their required volunteer hours for swimmers in the session. If you would like to become an official, please reach out to our Meet Director at meetdirector@casperswimclub.org for more details. If you would like to become a deck marshall, please reach out to our Vice President at vicepresident@casperswimclub.org.

6.3.2. **Board Members and Committee Members**

Board members and their committees will be exempt from the required job slot and food item for one (1) day and one (1) swimmer at home meets. Board members and Committee Members are still required to sign up for a job slot per day at away meets.

6.3.3. **Non Competing Families**

Competition is not a requirement of membership for CASC; volunteerism is. Families who have swimmers who do not wish to compete still must complete a minimum of two (2) hours of volunteer service, per swimmer, throughout the swim season. These hours can be completed at home meets through set up/tear down, job duties, and food items. Families may also volunteer to assist with club events like Casper Marathon, Parade Day, fundraising events like Pizza Ranch, and team promotion events, which occur from time to time.

7. **Officials Policy:** Officials are a vital part of competitive swimming and play an essential role in providing fair, safe, and well-run competitions for our swimmers across the state. Our club encourages and supports parents who are interested in becoming certified USA Swimming officials.

7.1.1. **Becoming a USA Swimming Official**

Parents or guardians interested in becoming USA Swimming certified officials should contact CASC's meet director for guidance on the certification process. This process includes, but is not limited to:

- Obtaining a USA Swimming Non-Athlete Membership
- Completing a USA Swimming background check
- Completing required online training modules
- Completing on-deck training sessions at approved swim meets

Certification is not considered complete until all USA Swimming requirements, including on-deck training, have been fulfilled.

7.1.2. **Reimbursement of Certification Costs**

Once the required online trainings have been completed, officials-in-training may submit receipts for the following expenses to CASC for reimbursement:

- USA Swimming Non-Athlete Membership
- USA Swimming background check

7.1.3. **Volunteer Credit**

In accordance with the club's Volunteer Policy (Policies & Procedure 6.) Parents who are trained as officials or actively serving as officials during a meet will have their volunteer obligations fulfilled for the session(s) in which they are officiating. Officiating or official training is considered an approved volunteer role for the applicable meet sessions.

7.1.4. **Meet Fee Waiver for Team Events**

As a thank you for officiating support:

If a parent officiates at a Team Event listed on the club calendar, the club will waive one of their swimmer's meet entry fees for that meet. No additional compensation will be provided. Only athlete's from the same household will have fees covered. A Team Event is defined as a meet where CASC coaches are in attendance and the meet is designated as a Team Event on the official club calendar.

7.1.5. **Additional Notes**

Officiating at meets not designated as Team Events does not qualify for meet fee waivers. To be counted within this policy, officials or officials-in-training must be attached to CASC as an official, or give

written notice with the intention of acting as a “borrowed” official for CASC prior to the start of the first session of the meet.

8. **Fundraising Participation:** Fundraising is an essential component of our club’s financial model. All families are expected to actively participate in scheduled fundraisers throughout the year. Fundraising events may include but are not limited to:
   Swim-A-Thons
   Raffles
   Team Sponsorships
   Community Events
   Families who choose not to participate in fundraising will be given the option to make a tax deductible donation in lieu of their involvement, in the amount of $400 per swimmer. This provision does not apply to the member family’s obligation to work at swim meets.

   8.1. Why It Matters
   The success of CASC depends on the shared effort of our swim families. Volunteer contributions directly impact our ability to host meets, travel to competitions, pay staff, and maintain equipment. Fundraising supports operational costs that dues alone do not cover. By participating, you help create a strong, vibrant team community for your athlete and others.

   8.2. Enforcement
   This policy will be reviewed annually by the Board of Directors. Families will receive regular communication regarding volunteer and fundraising requirements, and compliance will be monitored. The Board reserves the right to assess volunteer hours and apply penalties as needed to uphold the standards and sustainability of our club.

9. **Refund Policy**
   All refunds must be requested in writing. There is no refund on the USA Card, pool usage fee or yearly membership fee. Refunds are considered on a monthly basis - if you paid in full we evaluate the refund on the following:
   Termination within two weeks of your swimmers first practice - 100% refund.
   Termination between two weeks and 30 days of your swimmers first practice - 50% refund.
   No refunds after 30 days.

10. **Bullying Policy**

   10.1. Purpose
   Bullying is unacceptable at Casper Swim Club (CASC) and will not be tolerated. Bullying is counterproductive to the team's mission and can be devastating to a victim. CASC strives to advance swimming technique and provide further education on sportsmanship, leadership, unity, and integrity, while having fun and improving the physical and emotional well being of our athletes. If bullying does

occur, all athletes and parents should know that incidents will be promptly addressed. Anyone aware of bullying is expected to tell a coach, board member, or athlete representative. Retaliation for reporting bullying will not be tolerated.

10.2. Objectives

Communicate that CASC will not tolerate bullying.
Define bullying.
Communicate bullying procedure to parents, swimmers, and coaching staff that there is a policy and a protocol should an issue arise.
Clarification on how to report bullying.
Commit support to reporting parties parents and athletes that they will be supported when bullying is reported.

10.3. Definition

Bullying is a form of proactive aggression in which the bullying is unprovoked and the bully initiates the bullying behavior. It is intentionally harmful and occurs repeatedly. Bullying generally comes in three types: physical, relational and verbal. Physical bullying is when a bully uses their own body to exert power over their peers. Examples include kicking, hitting, spitting, or other physical attacks. Relational bullying is common in youths. Relational bullying involves a bully trying to hurt their victim by hurting their victim's standing with another group or group member. Verbal bullying is when a bully uses verbal language to insult or tease their peers to gain power. Verbal bullying is much harder to spot than physical bullying, however the effects can be worse in serious cases. Verbal bullying can lead to destruction of self image and self esteem, and can lead to depression, anxiety and other long term problems.

10.4. Reporting Procedure

- Athletes talk to their parents
- Athletes or parents report to any of the coaches, board members, team captains, or athlete reps
- Athletes or parents write a letter or email any of the coaches, board members, or athlete reps
- Make a report to the USA Swimming SafeSport staff
- There is no time limit for reporting bullying however, an effort should be made to alert a coach, board member, or athlete rep as soon as possible.

10.5. Addressing Bullying:

If bullying occurs during a team activity, it shall immediately be stopped by a swimmer, coach, athlete rep, or board member according to the following steps:

- Calmly intervene. If you don't feel comfortable doing so, ask another coach, board member, or athlete rep for help.
- Separate the swimmers involved.
- Make sure everyone is safe.
- Address any immediate health needs.
- Investigate and make a plan to report.
- Work through corrective action with the swimmers involved

10.6. Athlete Tips

Be kind to others
Set a good example for others
If you see something, say something
Support bullying reporters
Do not participate in bullying behavior

11. Disciplinary Policy

11.1. Purpose of Policy

The purpose of this policy is to promote a positive, respectful, and focused team environment where all swimmers can learn and perform at their best. This approach is designed to reinforce accountability while maintaining encouragement and respect for each athlete.

Research in youth development and behavioral science indicates that redirection through physical activity can positively influence behavior. When athletes engage in short, structured exercise following a behavioral correction, they are more likely to reset mentally and return to appropriate conduct.

This policy is not meant to punish, but rather to:

1. Encourage self awareness and responsibility
2. Reinforce that actions have consequences
3. Support swimmers in making better choices
4. Maintain a safe and productive practice environment

We recognize that all swimmers are capable individuals, and this system is designed to guide, not label, them.

11.2. Overview of the Clothes Pin System (“Card System”)

Each swimmer will receive three clothes pins at the beginning of the season. These serve as visual behavior markers throughout practices.

Each swimmer will receive three clothes pins to decorate, encouraging ownership and engagement with the system.
Pins should be kept and used consistently throughout the seasons.

11.3. Daily Reset Policy

This behavior system resets at the start of each practice day.

1. All swimmers begin each day with three clothes pins.
2. Consequences from previous practices do not carry over.
3. Each day is treated as a fresh start and clean slate.

This approach reinforces the belief that:

1. Growth and improvement happen daily.
2. Mistakes do not define them.

3. We do not hold grudges. Every athlete has the opportunity to make better

choices each day.

11.4. Behavioral Intervention Process

Coaches will follow a progressive intervention model. Flexibility may be applied depending on the situation, age group, and severity of behavior.

Step 1

If undesirable behavior occurs, the coach will provide a gentle reminder in the form of a question such as, “Hey are you supposed to be doing that?”.
This step is intended to prompt self-correction without escalation.

Step 2

If the behavior continues, the swimmer will lose one clothes pin. The coach will issue a more direct verbal correction, such as, “Hey, quit doing that.”

Step 3

If the behavior persists, the swimmer will lose a second clothes pin and complete a corrective exercise, appropriate for their age group. These exercises are intended as behavioral resets, not punishments, and may vary slightly at the coach’s discretion.

11.5. Age Group Corrective Exercises

The following may be under consideration by a coach, they are examples of what an exercise might look like. It is a pick one, not a set.

8 & Under

Streamline walks
Sit out briefly

Ages 9-10

Streamline walks or lunges
Sit out briefly
1:00 wall sit
:15 second plank

Ages 11-12

Streamline lunges
:30 second plank
50 yards fly
10 forgiving pushups
10 in-water wall pushups

Ages 13-14

75 yards butterfly
15 forgiving pushups
15 sit-ups
10 leg lifts
15 in-water pushups

Ages 15-18

For this age group, group-based corrective actions may be used, as they tend to be more effective than individual consequences.

Legal 100 IM
5 technically correct 50's (Perfect 50's)
20 in-water wall pushups
15 in-water up-and-outs

11.6. Continued Behavior & Escalation

If after completing an exercise the behavior persists, the swimmer will lose their third clothes pin. Then, parents/guardians will be notified via email. Additional steps may be discussed and implemented as needed, with consideration for the swimmer's development and team expectations.

11.7. Guiding Philosophy

This system is built on the understanding that your swimmers are capable of making good choices. We know that. We are not seeking to punish, but to teach accountability, reinforce expectations, and help swimmers connect actions with outcomes.

Every practice is a new opportunity. Athletes are encouraged to learn from prior experiences while moving forward without judgement.

11.8. Flexibility Clause

While this policy outlines standard procedures, coaches may adjust interventions based on context, safety, or swimmer needs, modify or substitute exercises when appropriate, or use professional judgement to support the best outcome for the athlete and team.

12. Code of Conduct

12.1. Parent

12.1.1. Purpose

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents at Casper Swim Club (CASC) to maintain our reputation as a friendly and disciplined organization. By signing this code of conduct, I agree to the following statements:

- I will respect the coaching staff's ability and authority to coach CASC.
- I will set an example for my children by demonstrating good sportsmanship.
- I will respect other team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, cheering at meets, coming to parent meetings, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practice or at meets.

- I will not criticize or use abusive language or gestures toward coaches, officials, volunteers, or any participating swimmers.
- I will respect the integrity of officials and will bring any disputes to the attention of a coach.
- I will direct any coaching concerns to the head coach; then, if not satisfied, to the president of CASC.
- I understand that failure to adhere to the above expectations could result in disciplinary action decided by CASC's Board of Directors.

12.2. Athlete

12.2.1. Purpose

The purpose of a code of conduct is to establish a consistent expectation for athlete behavior in order to maintain Casper Swim Club's (CASC's) reputation as a friendly and disciplined organization, and for the safety and well being of swimmers. By signing this code of conduct, I agree to the following statements:

- I understand that CASC will not tolerate bullying in any form.
- I will show respect and courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will be respectful of my teammates' rights, feelings, personal space, dignity and worth regardless of their gender orientation, race, or ability.
- I will show respect for all facilities and other property used during practices, meets and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive or illegal.
- I will not argue with an official if I disagree with a call. Swimmers will report these disputes to the coach.
- I will work equally as hard for myself and my team.
- I will be at required practices unless otherwise cleared by a coach.
- I will obey all of USA Swimming's rules and code of conduct.
- I understand that the coaching staff hold the final word on any rules, regulations, or disciplinary actions taken regarding the violation of the above code.

13. Grievance Procedure

13.1. Purpose

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

13.2. 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: 833-5US-SAFE (587-7233) 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: Natrona County Department of Family Services 307-473-3900 OR Casper Police Department 307-235-8278
- For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Casper Swim Club Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy. These issues are handled at the club level following the procedures outlined below. For parent-owned clubs and coach-owned clubs with a governing board.

13.3. 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 Casper Swim Club Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the Casper Swim Club Board of Directors is notified of the complaint and will participate in assessing behavior.

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

- Regarding Conduct of Head Coach – Notify the Casper Swim Club Board President. Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made

in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

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

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

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

13.4. How Grievances Will Be Handled

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

- Nature of the misconduct
- Severity of the misconduct
- Prior disciplinary actions
- Adverse effect of the misconduct
- Application of the Code of Conduct

14. Minor Athlete Abuse Prevention Policy

14.1. Introduction

14.1.1. This policy applies to:

- 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.

14.2. Adult Participants

14.2.1. Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- 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
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

14.3. General Requirement and Definitions

14.3.1. 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 CASC on an annual basis with such written agreement to be retained by CASC as applicable.

- Athlete: A USA Swimming athlete member.
- 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).
- Billeting: A residential environment facilitated by an Adult Participant or Organization, or sanctioned event staff in which a Minor Athlete is temporarily housed in a private home with an adult or family who is not related to or known by the Minor Athlete. This lodging arrangement is in conjunction with an activity related to the sport.
- 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.
- 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.
- Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging, social media or any other electronic medium.
- 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.
- In-Program: 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, 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.
- 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.
- In-Program Massage: Any Massage, Manual Therapy, Therapeutic and Recovery modalities, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, Manual Therapy, Therapeutic and Recovery modalities 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.
- 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 USA Swimming. 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.
- Lodging and Residential Environment: Lodging arrangements include, but are not limited to hotel stays, rentals (ie Airbin, VRBO, HomeToGo, etc.) and long-term residential environments, including lodging at training sites and billeting.
- 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.).
- 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[1]

[1]This term shall also include any minor who participates within the previous 12 months in, a non-athlete role at an Event or Facility Under Partial or Full Jurisdiction. Examples include, but are not limited to: volunteer or timer.

- Organization: USA Swimming, LSC or Club
- Regular Contact: Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any minor athlete.

14.3.2. **Exceptions**

- Close-In-Age Exception: In- Program Contact between an Adult Participant and Minor Athlete is permitted if:
  - The Adult Participant has no authority over the Minor Athlete; and
  - The Adult Participant is not more than four years older, determined by birthday, than the Minor Athlete.
- Dual Relationship Exception: An Adult Participant has a role or relationship with a Minor Athlete that is outside of the sport program. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually, which must also identify which portion of MAAPP the parent/guardian is providing consent.
- Emergency Exception: Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.
  - It is strongly encouraged that CASC or an Adult Participant document the emergency circumstances.

14.4. Observable and Interruptible

14.4.1. 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;

- In emergency circumstances;
- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

14.5. Meetings and Individual Training Sessions.

14.5.1. **Meetings**

- 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.
- 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.

- Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

14.5.2. **Meetings with Mental Health Care Professionals and/or Health Care Providers**
If a licensed Mental Health Care Professional and/or Health Care Provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, meets one-on-one with a minor athlete in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- The door remains unlocked;
- Another adult is present at the facility;
- The other adult is advised that a closed-door meeting is occurring; although the Minor Athlete's identity does not need to be disclosed;
- When appropriate and not violating a provider's professional licensure, CASC is notified that the licensed mental health care profession or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed;
- The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

14.5.3. **Individual Training Sessions:** 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:

- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

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 the Organization, which can be withdrawn at any time.

Parents/legal guardians must be allowed to observe the individual training session.

Recommended: Prior to parents/guardians providing consent, said parent/guardian should complete the U.S. Center for SafeSport's education and training on child abuse.

14.6. Electronic Communications.

14.6.1. **Content**
All electronic communication from Adults Participant to minor athletes must be professional in nature.

14.6.2. **Open and Transparent**

If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian, or another adult family member, 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, or another adult family member, on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

The following exceptions apply to Section 14.6.2

- In emergency circumstances;
- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

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.

14.6.3. **Request to Discontinue**

Parents/legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Casper Swim Club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

14.6.4. **Hours**

Electronic communications must only be sent between the hours of 5:00 a.m. and 10:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

14.6.5. **Prohibited Electronic Communication** 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" USA Swimming and Casper Swim Club's official page.

Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms. The following exceptions apply to Section 14.6.5.:

- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

14.7. In-Program Travel, Lodging, and Residential Environments.

14.7.1. **Transportation**

During In-Program Travel, observable and interruptible environments must be maintained.

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, who are at least 8 years of age, or another Adult Participant except:

- In emergency circumstances;
- When a Dual Relationship exists;
- When the Close-In-Age Exception applies; and/or
- 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.

Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

14.7.2. **Lodging and Residential Environments**

An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (ie Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.

During In-Program Travel, all In-Program Contact in a lodging arrangement including, but limited to hotel stays, rentals, (ie Airbnb, WRBO, HomeToGO, etc.) and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.

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. The following exceptions apply to 14.7.2.:

When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/guardian has provided advance, written consent for the lodging arrangement; and/or

When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.

Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (Airbnb, VRBO, HomeToGO, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category of similar age.

Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

14.7.3. **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.

14.7.4. **Meetings**

Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (eg, any such meeting must be observable and interruptible).

Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

14.8. Locker Rooms and Changing Areas

14.8.1. **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).

14.8.2. **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:

- In emergency circumstances;
- A Dual Relationship exists; and/or
- The Close-In-Age exception applies.

14.8.3. **Private or Semi-Private Space for Minor Athletes**
Casper Swim Club must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facility Under Partial or Full Jurisdiction of Casper Swim Club.

14.8.4. **Use of Recording Devices**
Use of any device's (including cell phones) 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.

14.8.5. **Undress**
Adult Participants must not remove their 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.

14.8.6. **Showers**
Adult Participants must not shower with Minor Athletes unless:

- The Adult Participant meets the Close-In-Age Exception; and/or
- The shower is part of a pre- or post-activity rinse while wearing swimwear.

Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. Casper Swim Club must abide by such request.

14.8.7. **Monitoring**
Casper Swim Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- Conducting a sweep of the locker room or changing area before athletes arrive;

- Posting staff directly outside the locker room or changing area during periods of use;
- Leaving the doors open when adequate privacy is still possible; and/or
- 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.

14.8.8. **Media and Championship Celebrations in the Locker Room**

Casper Swim Club may permit recording or photography in locker rooms to highlight a sport or athletic accomplishment if:

- Parent/legal guardian consent has been obtained, when possible; and
- Organization approves the specific instance of recording or photography; and
- Two or more Adult Participants are present; and
- Everyone is fully clothed.

14.9. Manual Therapy, Therapeutic, and Recovery Modalities

14.9.1. **General Requirements**

Any 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.

14.9.2. **Additional Minor Athlete Requirements:** Written consent by a 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.

Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.

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.

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.

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.

The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.

14.10. Appendix A

Organizational Requirements For Education & Training

All NGBs, LAOs, and the USOPC (the "Organization") must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

14.10.1. Organizational Requirements for Education & Training

USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.

USA Swimming must, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.

- For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
- USA Swimming is not required to track individual course completions of Minor Athletes.

USA Swimming must, every 12 months, offer training to parents on the prevention and reporting of child abuse.

- For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
- USA Swimming is not required to track individual course completions of parents.

14.10.2. Required Prevention Policies & Implementation

USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center's model policies in Part III. These model policies cover:

- Meetings
- Individual Training Sessions
- Manual Therapy, Therapeutic, and Recovery Modalities
- Locker rooms and changing areas
- Electronic communications
- Transportation
- Lodging and Residential Environments

The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

USA Swimming must also require that its LAOs implement these policies within each LAO.

USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.

- At sanctioned events and facilities partially or fully under its jurisdiction, the organization

- must take steps to ensure the policies are implemented and followed.
- For In-Program Contact that occurs outside an Organization's sanctioned event or facilities, implementing these policies means:
    - Communicating the policies to individuals under its jurisdiction;
    - Establishing a reporting mechanism for violations of the policies;
    - Investigating and enforcing violations of the policies.

USA Swimming must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization's minor athlete abuse prevention policies. USA Swimming must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

14.10.3. **Policy Approval & Submission Process**

USA Swimming may adopt the mandatory minimum requirements of the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at compliance@safesport.org for review and approval by April 1, 2024. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.

USA Swimming must require their LAOs to incorporate the mandatory components of Part III. USA Swimming may require that their LAOs implement the USA Swimming's policies, which may be more stringent than the policies in Part III.

The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section. Any changes made to USA Swimming's MAAPP after the policy is approved must be submitted to the Center for approval. The previously approved MAAPP will remain in effect until written approval is provided to USA Swimming from the Center.