



Capital City Athletics - Policy & Procedure

Introduction:

This Policy & Procedure document is to serve to guide, direct and provide boundaries pertaining to all aspects of Capital City Athletics. The following policies and procedures are intended to provide further direction than the Capital City Athletics 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.

Purpose:

The Board of Directors of Capital City Athletics have developed and enacted the following policies and procedures by virtue of the bylaws of the organization. This document has been voted on by the board of directions and made effective on _____.

The purpose of this document is to serve as a reference tool to guide the administration of the organization's operation and to provide directors, coaches, contractors and others with the information they need to understand those policies, practices and procedures.

Since it is not possible to anticipate every situation that may present in the operation of the organization, specific situations may require that these policies and procedures change, adapt or be removed from time to time. The Capital City Board of Directors reserves the right to modify, supplement or rescind any of these policies or procedures at any time. Any modification, supplement or rescinding must be discussed and voted on by the board of directors, passing by a majority vote. All edits to this document must be substantiated by board of directors meeting minutes.

Personnel Policies

Contractor Job Descriptions

Learn To Swim Descriptions

Learn to Swim Director

Description

- Manages lessons on deck for scheduled days, ensuring instructors and swimmers are in the water during their swimming times and all swimmers and instructors are safe during lesson times.
- Coordinates and schedules lesson swimming times and instructors. This includes communicating with other swimming groups to share pool time.
- Issues sick credits for swimmers who miss their lessons due to illness.
- Maintains the Learn to Swim portion of the Capital City Athletics (CCA) website.
- Tracks and submits instructor hours for instructor pay to CCA board accountant
- Communicates with parents directly and via phone call and email to address questions about the lesson program.
- Communicates with CCA coaches, school building personnel and LTS assistant to share information about schedules, pool access and other necessary information.
- Communicates regularly with the CCA board concerning regular and new program updates and needs.

Requirements & Duties

- Run lessons on assigned days. The following are the basic duties while on deck.
 - Manage and organize instructors on assistant working days
 - Ensure swimmers get to the correct lesson
 - Monitor safety of swimmers and instructors during lesson
 - Answering parent questions about the lesson program or their swimmer
 - Organizing monthly report cards for swimmers
- Regular non-deck duties include
 - Meeting with the Learn to Swim assistant once a month or as needed to determine/confirm pool deck days and times.
 - Scheduling instructors
 - Understanding the admin features of the Learn to Swim website (i.e. email, lesson sign up, credits/refunds, etc)
 - Coordinating and assisting with instructor training days
 - Communicating with the parents and issuing sick credits for families when requested.

Certification & Training

- Have lifeguard certification or be willing to become lifeguard certified within 4 months of being in the position

Requirements & Commitments

- Approximate hours on deck. Every other week the director will be on deck for Friday private lessons
 - 4 hours for weeks when director does not run private lessons
 - 6 hours for weeks when director runs private lessons
- Approximate hours non-deck duties
 - 2-3 hour per week depending on the time of the month (beginning, middle or end of session)

Learn to Swim Assistant Director

Description

- Learn to Swim assistant helps to manage lessons on deck for scheduled days and assists with minor lesson coordinating duties such as assisting with scheduling, emailing parents and issuing sick credits for swimmers who miss their lessons due to illness.
- Learn to Swim assistant must know the details of the program in order to answer new and returning family/parent inquiries.

Requirements & Duties

- Assist Learn to Swim Director by running lessons on assigned days. The following are the basic duties while on deck.
 - Manage and organize instructors on assistant working days
 - Ensure swimmers get to the correct lesson
 - Monitor safety of swimmers and instructors during lesson
 - Answering parent questions about the lesson program or their swimmer
- Non-deck duties include
 - Meeting with the Learn to Swim Director once a month or as needed to determine/confirm pool deck days and times.
 - Understanding the admin features of the Learn to Swim website (i.e. email, lesson sign up, credits/refunds, etc)
 - Assisting with instructor training days
 - Communicating with the parents in the lesson groups assigned to the assistant and issuing sick credits for those families when requested.

Certification & Training

- Have lifeguard certification or be willing to become lifeguard certified within 4 months of being in the position

Requirements & Commitments

- Approximate hours on deck. Every other Friday private lesson will be covered by the assistant.
 - 4 hours for weeks when assistant does not run private lessons
 - 6 hours for weeks when assistant runs private lessons
- Approximate hours non-deck duties
 - 1 hour per week

Instructor III

Lifeguard Certified + 2 years experience

All required duties/requirements of Instructor I & II. In addition instructor is required to have a minimum of 2 years of experience. Instructor III must also be willing to train Instructor I & II, as well as help with instructor training days. It may be necessary for a III to run the deck during lessons, should Director or Assistant need to step away.

Instructor II

Lifeguard Certified

All required duties/requirements of Instructor I. In addition, must be a minimum of 15 years old and attend/pass a lifeguard certification course. Completion certificate must be submitted to Learn to Swim Director in order to receive pay increase. Instructor II must be capable of training Instructor I.

Instructor I

Minimum age of 14 years old, comfortable in the pool and comfortable working with younger children with group sizes of 2-3 swimmers per shift. All incoming instructors are required to complete 3 weeks of shadowing or an instructor training course. Trainee will demonstrate basic swim and water safety knowledge prior to working with their own group. During lessons, it is the instructors responsibility to promote water safety and coach swimmers through tasks based on their assigned level.

Club Descriptions

Hiring

Hiring of contractors for CCA is done on an 'as needed' basis. The CCA Board of Directors hires contractors based on the recommendation of the club Head Coaches and/or LTS Director.

While there is no formal hiring process, these policies and procedures reserve the right to implement additional hiring actions if needed. Request for the completion of an application for employment and/or background check can be required at the discretion of the Head Coaches and/or Board of Directors. In the event that either of these processes is completed, all personal and background information is to be kept private and reviewed only by the President or Vice President of the Board, and immediately destroyed thereafter.

Documentation

Upon agreement for contract work, all contractors must provide the following documents in order to be issued payment:

1. Completed & signed page 1 of the IRS W-9 Form for Contract Labor
2. Completed & signed CCA Direct Deposit Authorization Form

Employment Status

Employees are considered 'employed at will', meaning both the employee and employer are able to terminate employment, for any legal reason, at any time unless otherwise directed or described in writing and signed by individuals in authority.

Pay Practices

See 'Contractor Pay & Bonuses' under Financial Policies below.

Resignation

In the event that an employee wishes to resign from their position, notification must be made to either the Sr Coaching staff or CCA Board of Directors. There is no expectation of notification for resignation.

Termination

In the event that an employee's employment must be terminated, either by the Sr Coaching staff or CCA Board of Directors, the terms of termination must be clearly stated in writing and delivered to the employee in a timely fashion. There is no expectation of severance or compensation given due to employment termination.

Travel & Expenses

Travel:

The CCA TRAVEL EXPENSE REQUEST POLICY outlines the procedure and requirements for coaches to report and obtain approval for anticipated expenses before a CCA sanctioned trip. This policy ensures transparency, accountability and proper budgeting of funds for travel-related activities. This policy applies to all coaches and pertains to only approved CCA related events.

Pre-Trip Request and Authorization:

- Coaches must inform the CCA Board of Directors of the intention to travel and receive funding approval prior to planning, making reservations or advertising trips to CCA members/swimmers. After travel funding is approved, coaches are able to advertise and secure swimmer declarations to the event.
- To obtain approval, coaches must submit a detailed description of travel financial needs to the Board of Directors. This description should include, at minimum: date of travel, date of event, type of travel, number of hours and scope of work while traveling, and itemized budget request for all expenses (travel, lodging, food, etc). CCA follows the GSA.gov Per Diem rates based on the location of travel, for food and lodging rates.
- Expense Requests are requested no later than 2 months prior to the anticipated travel, and will be discussed at the next CCA Board Meeting. If last minute requests are received after the 2 month request, the Board will attempt to discuss and make a decision outside of the normal meeting.
- After approval, coaches must submit receipts for all transactions, and are not permitted to exceed the approved expense budget without CCA Board approval.

Performance Reviews

Employee performance reviews will be conducted by the Sr Coaching staff and/or CCA Board of Directors at any time.

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. Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- 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.

Financial Policies

Contractor Pay & Bonuses

Pay for coaches and contractors is set and assigned by the Board. Any changes to pay must be approved by the board prior to change taking place.

- All Coaches are considered 'Contract Labor' and thus not employees of CCA. Taxes cannot be withheld monthly. After the completion of the calendar year, a Form 1099 will be provided for anyone making greater than \$600 during the calendar year.
- Pay is given 'in the rear', following the months of work performed.
- Pay is submitted via Direct Deposit, to be deposited on the 1st of each month. Pay given is for the previous months work.
- Salaried coaches are set by the board. Salaried coaches do not log time.
- Hourly coaches are set by the board, start at \$12 or 13 / hour. Hourly coaches log times on a google form that is found on the google drive.
- Coaches are not paid hourly rates for their time on deck during meets, this pay is separate.
- Compensation for miles, coach on deck, expenses, etc. will be paid the following pay day. No pay will be made in advance.
- Compensation adjustments for any staff position must be presented to and approved by the Board.
- Compensation varies between position and individual and is outlined in the Treasurer Procedure document.

All club coaches are able to receive additional compensation and benefits based on their work.

- Coach on Deck Pay - Coaches serving on deck during meets are paid \$75/session. Hourly coaches are not paid their hourly pay in addition to this pay. On Deck pay is added to the monthly pay given on the 1st of the following month. (No apply to LTS)
- Training & Continued Education - The Head Coaches can determine further training and educational opportunities for the coaches to attend. These events must be approved and funded within the budget, or approved by the board if funded outside of the budget. (No apply to LTS)
- CPR and other certifications required are paid for by the club whenever required or renewal is needed.
- USA Swimming Registration - As required to be 'on deck', the club pays the yearly registration fee for this registration. (No apply to LTS)
- Child Dues Waiver - the children of coaches and directors are able to have their children(s) monthly dues for LTS and/or club swim waived. This applies to all children. This does not include meet fees, merch, etc.

Accounting Policies

Yearly Budget

The fiscal year follows the calendar year. Each year the treasurer will work with the Head Coaches, as well as other necessary position, to develop a budget proposal for the following year. The proposed budget shall be presented to the board for review and vote of approval.

Any expenses to be made that do not fall inside the boundaries of the approved budget, or cause a budget line to exceed the approved budget amount must first be approved by the board of directors by vote and recorded in the meeting minutes.

Accounting & Accountability

Financial records for CCA will be kept within Quickbooks Online.

To the best of ability, anyone spending club money by check, debit, or bank transfer must first obtain the approval of two current board members. This method of accountability is done through electronic communication, board approved motions, and online form signatures.

Payments

Payments made by check will be recorded and prepared by the Treasurer (or bookkeeper if applicable), and signed and mailed by the Treasurer. The CCA board President, Vice President, Treasurer and Club Head Coaches have the ability to sign checks.

Payments made by use of CCA debit card must first be approved by measures outlined in these procedures. After approval and payment is made, receipts must be submitted to the Treasurer to be filed. The board President, Vice President, Treasurer, Club Head Coaches, and select Assistant Coaches have the ability to hold club debit cards.

Payments made by personal payment methods, with the intention of seeking reimbursement, must first be approved by the board. In the event that a purchase is made before approval, the board has no obligation to reimburse the payment made. Reimbursement requests must have a receipt in order to be reimbursed.

Payments made to members can be made through the Team Unify platform by either crediting or refunding accounts.

Financial Collection

The primary method of financial collection is to be done via Team Unify, via credit or debit card, or bank transfer. Other forms of financial collection are permissible upon approval by the board of directors. Examples of other forms of collection can include: cash, check or online card processing utilizing processors such as Square.

CCA Learn to Swim finances are collected and deposited online through Team Unify or by the LTS Director via online payment methods.

CCA Club membership finances are collected and deposited online through team Unify monthly on the 1st of each month. Included in monthly billing are expenses related to monthly, club ordered merchandise, etc. Monthly dues are billed in advance while all other billing is done after the completion of swim meets, merchandise ordering, etc. Billing for swim meets will be completed within 1 week of the completion of the meet, to the payment method saved on the account. Monthly dues are collected every month, including 'break' months in order to more evenly spread costs across the full year.

Board of Directors

Elections

Board member elections will be held at or within 40 days of the June board of directors meeting, yearly. Each year ½ of the existing board positions will be voted on, on an alternating rotation. Odd years the President and Treasurer positions will be elected. Even years the Vice-President and Secretary positions will be elected. Elections will be approved by majority vote of the present voting board members present at the meeting.

Athlete Representative

The Athlete Representative will serve as the liaison between the athletes who are members of CCA and the CCA Board of Directors.

Senior Athlete Representative

The Senior Athlete Representative shall have full voting privileges as the adult Board of Director members. The Senior Athlete Representative shall also have the ability to serve on any board appointed committees, voice any verbal support or objection to any Board of Directors topics being discussed, and nominate potential future Athlete Representatives for future elections. The Senior Athlete Representative is also responsible for coaching and guiding the Junior Athlete Representative in their function and role as liaison to the Board of Directors. Both representatives may be asked to take part in special projects and initiatives, such as polling the CCA member athletes, communicating on issues and topics, and giving input into special considerations.

Junior Athlete Representative

The Junior Athlete Representative shall have full voting privileges as the adult Board of Director members. The Junior Athlete Representative shall also have the ability to serve on any board appointed committees, voice any verbal support or objection to any Board of Directors topics being discussed.

Qualifications for Athlete Representatives

Senior and Junior Athlete Representatives must meet the following qualifications:

- A member in good standing of CCA
- Be currently competing or have competed for CCA within the last year

The Senior Athlete Representative must be at least a junior in high school, and have previously served as a Junior Athlete Representative for at least one year. The Junior Athlete Representative must be at least a sophomore in high school.

Nomination, Appointment and Removal of Athlete Representatives

The Athlete Representatives are appointed and approved by the CCA Board of Directors. The Senior Athlete Representative, along with the CCA Board of Directors, may nominate potential future Junior Athlete Representatives to be considered to be appointed. Appointment of Junior Athlete Representatives is made by majority vote of the CCA Board of Directors, including the Senior Athlete Representative.

The Junior Athlete Representative, after holding the position for at least one year, may transition into the Senior Athlete Representative position in the event that the current Senior Athlete Representative resigns, graduates from high school, or is removed. This Athlete promotion must be approved by the CCA Board of Directors.

The Senior Athlete Representative must have previously served as the Junior Athlete Representative for at least one year prior to being promoted to the Senior Athlete Representative role. Once the Senior Athlete Representative graduates high school, he or she must plan to transition out of the role within a timely manner.

The Senior and Junior Athlete Representative may resign from their role at any time, by written or verbal notification to the Board of Directors, at any time. The Board of Directors reserves the right to remove any Athlete Representative, for any reason, at any time.

Members

Members (ie - 'parents') are to follow guidelines and procedures when interacting with CCA or being present at club functions.

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 my child's coach; then, if not satisfied, to the appropriate supervisor.
- Parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.

Parent Involvement

CCA Swim Club hosts a number of meets and team events every year, including potential district and state meets. All of these events depend on volunteers to make them happen. CCA can operate only if every family jumps in to help! In order to ensure all positions are adequately covered, the CCA board has implemented the following Parent Volunteer Policy, effective June 11, 2024.

Parents are required to volunteer one session per swimmer per meet attended. The CCA Board volunteer requirements are listed below. **If a parent does not volunteer for the number of sessions of a meet that their swimmer(s) attend, and after a conversation with the account manager, a buy-out fee of \$250 per meet will be applied to the family's account.** The CCA Board will waive the fee requirement if there are more volunteers than available volunteer opportunities during any given meet, and work as best as

possible to rotate out families who consistently volunteer during meets. Meets with multiple sessions will be handled accordingly so the same parents are not volunteering for the entire meet. Every time a family volunteers at a session, they will be moved to the back of the overall list of parents that need to volunteer. This will ensure those only attending 1 or 2 meets a year are still putting in their volunteer time before the families that have already volunteered. Team events such as banquets and parties with volunteer opportunities will not count toward this volunteer requirement for meets. Parents with multiple swimmers of differing ages who must attend different sessions for their athletes will not be expected to volunteer during every session and should typically only be expected to volunteer a maximum of one session per day and minimum of one session per meet. In the event that a swimmer has graduated from high school, there is no longer an expectation nor obligation for parents to volunteer at meets and no fine will be imposed if the swimmer's parents attend the meet and do not volunteer. A parent will only be required to volunteer during a session that they have a swimmer attending. Parent officials, parent coaches, and parent board members are exempt from this requirement as they are already volunteering their time for the benefit of CCA. Any further queries or concerns regarding the requirements and expectations outlined in this policy should be directed to a board member. Any extenuating circumstances including, but not limited to, injury and disability should be brought to the attention of a board member prior to the meet and will be handled accordingly. The CCA Board reserves the right to change this policy as it is implemented and evaluated.

Example: Family XYZ has 2 swimmers attending the 2024 CCA summer splash meet. The family of those 2 swimmers is suggested to volunteer for 2 sessions during said meet.

Account Payment

Payment for CCA Learn to Swim

Payment for lessons is suggested to be done via the Team Unify CCA website, paying with a debit, credit or bank account. Additionally, a Square device may be used at times when website pay is not an option. Rarely is check or cash accepted.

Payment for CCA Club Membership

Payment for club dues, fees, events, etc are required to be done via the Team Unify CCA website by debit, credit or bank draft only.

Late fees are applied when a monthly payment is not made by the 5th of the month.

Cancellation/Suspension of Membership

Cancellation or suspension of a member's accounts is required to notify the club email, coach or treasurer by the 15th of the month prior to altering membership. Current suspension policy states that members must take a minimum 3 month suspension at any time they desire to suspend. Board approval of special circumstances may be pursued, by contacting a board member.

Program Specific Policies

Learn To Swim Policies

Participant Expectations

All swimmers must be a minimum of 3 years old and potty trained.

Level 1

Basic water safety. Swimmer will learn/demonstrate floating on their stomach and back, bubble blowing (rhythmic breathing), ability to push off on their stomachs and backs in to glide, ability to enter and exit the pool safely from the stairs and side wall. All tasks are required to be completed completely independent in order to advance to level 2.

Level 2

Continued water safety and intro to freestyle and backstroke. Swimmer will learn/ demonstrate that they can swim freestyle/ backstroke independently for several strokes, while incorporating the necessary breathing when necessary. Swimmers will also learn dive progression from sitting to kneeling. This level also begins with the introduction of water treading. All tasks are required to be completed completely independent and mastered in order to advance to level 3.

Level 3

Continued water safety, intro to breaststroke and butterfly. Level 3 swimmers will continue perfecting Level 2 tasks, but will also begin adding in new strokes — breaststroke & butterfly. Level 3 swimmers will also begin stand dives off of the side wall and off of the blocks. A level 3 swimmer is required to be able to swim half the length of the pool in the desired stroke, while incorporating necessary breathing techniques. They will also be able to tread water for a minimum of 1+ minutes. All tasks are required to be completed completely independent and mastered in order to advance to level 4.

Level 4

Continued water safety, perfecting of strokes and dives. Level 4 swimmers will begin working on the stamina piece of swimming. All level 4's will need to swim the full length of the pool several times, in the desired stroke, while incorporating necessary breathing techniques. Level 4's will also begin working on safe passing, circle swimming and turns. Level 4's will need to demonstrate that they can tread water for 2+ minutes. All tasks are required to be completed completely independent and mastered in order to be recommended for team.

Instructor Policy & Expectations

Instructor No Show Policy

In the event a LTS instructor fails to be present during a scheduled shift, the following process and policy will be initiated:

- 1st offense: A verbal warning is given from the LTS Director or Assistant Director.
- 2nd offense: The instructor is removed from the schedule for the remainder of the month, the following month they are only able to participate as a substitute instructor.
- 3rd offense: The instructor is removed from their position as LTS instructor.

Instructor Planned Absence Policy

In the event a LTS instructor is unable to fulfill their role during a scheduled lesson due to an emergency, instructors are first expected to attempt to fill their position with one of the available substitute instructors. In the event that this is not possible, the instructor is to notify the LTS Director or Assistant Director as soon as possible, in order to have this position filled.

CCA Club Policies

CCA Scholarship Program Policy

Capital City Athletic financial aid is available to any applicant who shows willingness and commitment to participation as an active member of the Capital City Athletics (CCA) and who would be unable to participate without financial aid.

Scholarships will be awarded to offset the cost of monthly dues. Additional funds are available for needs not described that might prevent or hinder a swimmer's ability to practice or compete. Additional funds are subject to approval by a scholarship committee each time. Contact Capital City Athletics (CCA) at ccacutthroats@gmail.com if you would like to request additional financial aid.

The CCA Scholarship Sub-Committee (a sub-committee of the CCA Board of Directors) awards funds based on financial need and demonstration of commitment to swimming. Families must complete a separate application for each swimmer requesting scholarship money. In completing this application, please only request what you think that you need. Scholarship awards are applied as a credit to your CCA account.

CCA scholarship funds are limited and are awarded on a first come, first serve basis, beginning Aug. 15th. The applications will be reviewed first by the Scholarship Sub-Committee. The Sub-Committee will then give their recommendations to the Board of Directors as the next Board meeting (held monthly). The board will then give final approval of any scholarship dollars. All applicants will be notified by email as soon as possible. Awarded scholarships are valid for one season (September through the following August). Misconduct, as defined by the CCA Code of Conduct, is grounds for loss of scholarship.

How to Apply

All applicants must submit:

1. Capital City Athletics [Scholarship Application](#)
2. Laramie County School District #1 Free and Reduced Lunch application, or the most recent completed parent(s) 1040 tax return form

Online registration with Capital City Athletics, including the required USA Swimming membership must be completed *after* applying for the scholarship. Free and Reduced Lunch qualified recipients receive a discounted USA Registration fee. If the scholarship is approved, a coupon code will be given for registration.

Email documents to ccacutthroats@gmail.com

Scholarship recipients are expected to write a brief letter of thanks to be shared with our generous donors. Consider sharing why swimming is important in your life and what it means to you.

Foreign Exchange Student Scholarship Policy

CCA supports foreign exchange students who desire to participate in CCA activities while being hosted in Cheyenne. In order to help accommodate these students, the following policy will be in place, determined on a case to case basis, based on availability of funds:

- Complete a CCA Foreign Exchange Student Application
- Commitment to volunteer no less than 10 hours to CCA activities
 - Based on funds availability and board approval, CCA will sponsor:
 - Annual CCA Registration
 - Annual Full USA Swimming Registration
 - Any applicable CCA/Home Swim Meet fees, only
 - The biological or host family commits to cover any additional costs incurred (e.g.-away meet fees, travel costs, swim gear, etc)

Safe Sport Regulation

Safe Sport Certification

All coaches, instructors, directors, board members are required to complete required Safe Sport Certification. This policy includes Learn To Swim instructors, as minors, who are paid instructors for CCA.

Grievance Procedure

All The Capital City Athletics 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: 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:

- Cheyenne Police Department - 307-637-6500 or 9-1-1

- Laramie County Sheriffs Department - 307-637-6525 or 9-1-1

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Capital City Athletics 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 Capital City Athletics 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 Capital City Athletics 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 Capital City Athletics Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Capital City Athletics 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 Capital City Athletics 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 Capital City Athletics parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

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

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the Capital City Athletics 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 Capital City Athletics Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Capital City Athletics 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

Action Plan of CCA to Address Bullying

PURPOSE

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

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

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

WHAT IS BULLYING?

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

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;

- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves [social bullying](#) or [cyber bullying](#). Collect all available information.
2. **Then, we determine if it's bullying.** There are [many behaviors that look like bullying](#) but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

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 and the swim club's board of directors.

Locker Room Procedure

Purpose:

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

Facilities:

Although our team uses multiple locations for practices, the locker room procedure is the same for all facilities.

Monitoring:

General Policy - Coaches must require their swimmers to tell or ask when they need to use the restroom or access the locker room during practice. Coaches are responsible for noticing when an athlete goes to the locker room or changing area during practice. And, if they do not return in a timely fashion, a coach or adult of the same sex will check on the athlete's whereabouts.

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

We recommend our swimmers to come to practice with a swimsuit on and leave either in a towel, parka, or clothes to put on over their suit. The use of locker rooms before and after practice is discouraged, however, we do allow our swimmers to access the locker room throughout the duration of practice.

We only recommend our coaches to enter the locker room if they believe there is a problem which needs addressing. If this is the case, either a coach, parent, or other adult of the same sex is permitted to enter the locker room.

Any use of cell phones, cameras, or recording devices are not permitted in the locker room or bathroom under any circumstance by swimmers, coaches, parents, or any other adults. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area.

Photography Policy

Purpose

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

Policy

The publishing of a photograph of any swimmer under 18 years of age either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per an annual authorization.

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

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Miscellaneous Policies

Fundraising

The CCA Board of directors may at any time, organize and promote fundraising opportunities that may benefit individual members as well as specific groups of CCA. The CCA Board of Directors reserves the right to refuse fundraising requests for any reason. Clear communicated by the Board of Directors is expected to ensure all involved in the fundraising efforts understand the expectations and intention of the fundraiser.

Member Benefiting Fundraising

The CCA Board of Directors may organize and promote fundraising opportunities designed specifically to benefit individual members of CCA. Funds raised from these specific fundraisers will be deposited into the CCA bank account, and credited to the swimmer account via Team Unify. These funds are only available for fees incurred and paid for through Team Unify, such as member dues, meet fees, club ordered merchandise, etc. CCA will not for any reason transfer funds raised by these means to a members personal bank account for personal use.

In the event that a swim member has an account credit when they chose to cease their involvement with CCA, those funds will be absorbed into the CCA general fund, and are lost from future use by the swim member.

Group or Club Benefiting Fundraising

The CCA Board of Directors may organize and promote fundraising opportunities designed to benefit the club as a whole, or a specific group within the club (ie - swimmers attending elite meets, coaches fees for travel, etc). Funds raised through these specific fundraising efforts will be applied to specific groups or efforts by the Board of Directors, noted and approved by the majority of members, and noted in meeting minutes.

Personal/Individual Fundraising

CCA can not prohibit individual swimmers from personally raising funds in their personal time. It will be understood and practiced that any funds raised by individuals acting outside of a CCA organized fundraiser will not in any way be processed through the CCA bank account, under the CCA non-profit qualification. Individuals or organizations wishing to donate funds to an individual in this manner will not be able to donate the fund through CCA, and thus not be able to take advantage of the non-profit charitable giving benefit. There will be no exceptions to this policy.

Elite Meet Policies

The following policies apply to any and all 'Elite Meets' that swimmers may qualify to attend, including but not limited to, Sections and Zones.

Costs and Fees Payment

Swimmers qualifying for elite meets must expect to cover any and all fees and costs associated with attending these meets. CCA does not guarantee or promise to pay for any amount of these fees or costs. In the event that funds are available, by designation in the budget, by fundraising or by any other means, the CCA Board of Directors may vote to cover some fees for swimmers attending elite meets.

Operational Policies

Branding and Logo Use

Official CCA branding and logo graphics and artwork is for CCA use only. The Board of Directors reserve the right to refuse the release and use of any graphics and branding to any individual for personal use. The graphics are to be used only for CCA events, activities, publications, merchandise, and any other official club promotional or production uses.