



Athlete Safety Handbook

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Bayside Aquatics Code of Conduct

Bayside Aquatics established a code of conduct for swimmers, parents, and coaches to ensure a safe and nurturing environment for our swimmers, families and coaches where swimmers can achieve and coaches can work in a supportive environment.

Code of Conduct for Parents

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents and family members. This is to help facilitate a nurturing environment for our swimmers and a supportive environment for our coaching staff.

As a parent/guardian, I understand the importance my support is to my child's growth and development in the sport. 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, 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 will refrain from interrupting or confronting the coaching staff during practice or competitions.
- I will maintain self-control at all times and know my role:
Swimmers- compete, Coaches- coach, Officials- officiate, Parents- parent
- I will refrain from video taping other swimmers unless asked to do so by the child's parent.
- 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. Only coaches should approach and communicate with officials.
- I will direct my concerns to the coaches.
- I will speak positively about Bayside Aquatics but I will not entice or recruit other year round swimmers from local clubs.
- I understand the above expectations and agree to uphold these rules/ responsibilities at all times.
Bayside Aquatics reserves the right to dismiss a family that is not living up to this code.

Code of Conduct for Swimmers

The purpose of a code of conduct for swimmers is to establish common expectations for all athlete members of the club. It serves as a guide to promote a positive team environment and good sportsmanship. All Bayside Aquatics swimmers agree to the following standards of conduct outlined below in conjunction with the Swimmer's Code of Conduct as a member of USA Swimming.

- Bullying in any form- including use of derogatory terms based on religion, race, gender, or sexual orientation – will not be tolerated and may result in suspension or exclusion from the team. Swimmers are expected to learn and understand the Bayside Aquatics Bullying Policy and shall comply with the standards set forth by the team.
- I will respect and show courtesy to my teammates and their families as well as the entire coaching staff at all times. At no time will disrespectful attitudes be tolerated from any swimmer.
- 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. I will not interfere with the progress of another swimmer.
- 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.
- I will abstain at all times, whether on team time or not from alcohol, tobacco, illegal or non-prescribed drugs, or vaping. Being in the presence of those breaking the above rules is a violation and subject to the same consequences.
- Consistent with the Athlete Protection Policies of USA Swimming, I will not make any recordings of myself or other athletes while in locker rooms, behind starting blocks, or in any other location that compromises the privacy and personal integrity of any swimmer.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will wear appropriate Bayside Aquatics attire at competitions.
- 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.

Code of Conduct for Coaches

The purpose of a code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It serves as a guide to promote a positive team environment and good sportsmanship. All Bayside Aquatics coaches agree to the following standards of conduct outlined below.

- At all times, I will adhere to USA Swimming's rules and code of conduct.
- I will set a good example of respect and sportsmanship for athletes and their families to follow.
- I will act and dress with professionalism and dignity.
- I will respect officials and their judgment and abide by the rules of the event.
- I will treat opposing coaches, athletes, and spectators with respect.
- I will instruct swimmers on sportsmanship, respect, and responsibility.
- I will coach in a positive manner and will not use derogatory comments or abusive language.
- I will treat each athlete fairly, justly, impartially, intelligently, and with sensitivity.
- I will always place the well-being, health, and safety of the swimmers above all other considerations, including developing performance.
- I will continue to seek and maintain my own professional development in all areas in relation to coaching and the sport of swimming.
- I will always maintain a professional separation between coach and athlete.
- I understand that if I violate this code of conduct, I will be subject to disciplinary action as determined by the head coach and/or the parent advisory committee.

Bayside Aquatics Plan to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Bayside Aquatics (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 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 Bayside Aquatics takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other 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 that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. 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 or other designated individual;
- Write a letter or email to the Club Coach, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure

that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

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

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.

- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

- 5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
 - a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;

- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Minor Athlete Abuse Prevention Policy

[Link to Policy](#)

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.
- Adult Participants: 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.

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

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

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Adult Participant or Athlete’s hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals, Health Care Providers

If a licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of Bayside Aquatics in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. When appropriate and not violating a providers professional licensure, the organization is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and
- e. 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.

III. Individual Training Sessions:

- a. 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:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. 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.
- c. Parents/legal guardians must be allowed to observe the individual training session.
- d. Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

- a. 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.
- b. The following exceptions apply to Section II(a):

- i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by Organization or by an Adult Participant subject to this Policy. Organization and/or Adult Participant must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

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

V. Prohibited Electronic Communication

- a. 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’s official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING AND RESIDENTIAL ENVIRONMENTS

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. 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:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. 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.
- c. Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.
- d. Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

- e. Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport’s education and training on child abuse.

II. Lodging and Residential Environments

- a. An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, 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.
- c. 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.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. 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 and of similar age.
- f. Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement.

III. Written Consent

A Minor Athlete’s parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete’s hotel room or other overnight lodging location during In-Program Travel.
- c. Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport’s education and training on child abuse.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except: a. In emergency circumstances; b. A Dual Relationship exists; and/or c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of Organization

IV. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

V. Undress

Adult Participants must not 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.

VI. Showers

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

VII. Monitoring

Bayside Aquatics must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Media and Championship Celebrations in Locker Rooms

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

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

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MANUAL THERAPY, THERAPEUTIC, AND RECOVERY MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

II. Additional Minor Athlete Requirements

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. 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.
- e. The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.
- f. Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.
- g. 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.

Bayside Aquatics Electronic Communications Policy

USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with Bayside Aquatics.

PURPOSE:

Bayside Aquatics (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT:

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation;
- sexually explicit language;
- sexual activity;
- the adult’s personal life, social activities, relationship or family issues, or personal problems;
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P.criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, BLOGS, AND SIMILAR SITES:

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER:

The Club has an official Twitter page that coaches, athletes, and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING:

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8am until 8pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL:

Athletes and coaches may use email to communicate between the hours of 8am and 8pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS:

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication. I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Bayside Aquatics 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.

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

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in 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.

Bayside Aquatics Locker Room Monitoring Policy

PURPOSE:

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

FACILITIES:

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

We practice at: Bowie State University's Indoor Pool in the Leonidas S. James Complex.

This facility has: A changing area that is shared with the general public. As such, there are likely to be people who are not associated with Bayside Aquatics in the changing area around the time of practice.

MONITORING:

General Policy Considerations

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

Bayside Aquatics has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post a coach inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches conduct the se sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

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

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

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

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

Locker Room Misconduct: Any form of misconduct that occurs in the locker room shall immediately be reported to the Lead Coach of the practice group. The Bayside Coaching staff are trained to follow USA Safe Sport protocols for investigating and reporting. Additionally, for misconduct outside the USA Swimming Safe Sport jurisdiction, the Bayside Coaching staff will conduct a fact finding into the allegations and take appropriate action to ensure a safe and respectful environment for all team members.

Bayside Aquatics Team Travel Policy

Purpose

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

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

Section 1 - USA Swimming Required Policies

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Additional Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 and over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be non-male athletes in female athlete's rooms and non-female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Follow cell phone usage guidelines;
- d. Follow computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Follow travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Follow two curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and well-being of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers are responsible for all incidental charges;
- c. Swimmers are responsible for any damages or thievery at hotel;
- d. Swimmer must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Team Travel Honor Code

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- f. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- g. Swimmers are to refrain from use of inappropriate language.
- h. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Bayside Aquatics. Athlete behavior must positively reflect the high standards of the club (or LSC).

Additional Considerations:

Failure to comply with the Team Travel Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- a. Dismissal from the trip and immediate return home at the athlete's expense;
- b. Disqualification from one or more events, or all events of competition;
- c. Disqualification from future team travel meets;
- d. Financial penalties;
- e. Dismissal from the team; and/or
- f. Proceedings for an LSC or USA Swimming National Board of Review.

Bayside Aquatics Signature Page

- ____ Bayside Aquatics Team Handbook
- ____ Code of Conduct for Parents
- ____ Code of Conduct for Swimmers
- ____ Bayside Aquatics Action Plan to Address Bullying
- ____ Member Acknowledgement of Minor Athlete Abuse Prevention Policy
- ____ Bayside Aquatics Electronic Communication Policy
- ____ Bayside Aquatics Photography Policy
- ____ Bayside Aquatics Locker Room Monitoring Policy
- ____ Bayside Aquatics Team Travel Policy

Take photographs to use on the club's website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Initial next to each document and sign below.

I acknowledge that I have read and agree to the terms of each document listed above.

Swimmer's Name _____

Swimmer's Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____