

## **WEST COAST AQUATICS HANDBOOK: updated August 2025**

### **TABLE OF CONTENTS:**

- A. How to Use this Handbook
- B. Introduction and Mission
- C. Governance
- D. Amenities
- E. General Pool Rules
- F. Programs Offered
  - 1. Membership/ Facility Use Programs
  - 2. Group Swimming Lessons for Children
  - 3. Pre-Competitive Program
  - 4. Private Lessons
  - 5. Masters Classes
  - 6. SwimFit Conditioning
  - 7. Summer Swim Team
  - 8. WEST Swim Team
- G. WEST West Code of Conduct & Dispute Resolution Process
  - 1. WEST Swim Team Swimmer Code of Conduct
  - 2. WEST Parent and Guardian Code of Conduct
- H. WEST Swim Team Travel Policy
- I. WEST Swim Team Electronic Communications Policy
- J. WEST Anti-Bullying Policy
- K. WEST Allergen and Medication Policy
- L. WEST Photography Policy
- M. WEST Locker Room Policies
- N. WEST Swimwear Policies
- O. WEST Guidance for Parents
- P. WEST Swim Team Coaches' Expectations
- Q. WEST Minor Athlete Abuse Protection Policy (MAAPP)
- R. WEST Handbook Acknowledgement Form
- S. Appendix
  - 1. Consent to Medical Treatment (Form)
  - 2. Liability Waiver for Guests of WEST (Form)
  - 3. WEST Consent to Travel (Form)
  - 4. WEST Swimmer Code of Conduct (Form)
  - 5. WEST Parent and Guardian Code of Conduct (Form)
  - 6. WEST Incident Report (Form)
  - 7. WEST Massage Therapy Waiver
  - 8. West Travel Lodging Waiver
  - 9. WEST Local Transportation Waiver
  - 10. WEST Photography Waiver

## **SECTION A: HOW TO USE THIS HANDBOOK**

The policies described in this Handbook apply to any individual or group using or entering WEST's facilities, except where indicated. It is important for each swimmer and parent/guardian of a swimmer to read the WEST Coast Aquatics (WEST or WCA) Handbook in its entirety. Each will be required to follow the guidance provided in the Handbook.

The Handbook is not intended to provide an answer to every question which may occur but rather to provide a resource for members, swimmers (their parents/guardians) and guests to assist in communicating WEST's policies and procedures, as well as frequently asked questions.

Please utilize this document as your first point of reference when seeking information regarding the WEST program and policies. We encourage you to discuss any questions or concerns, as well as address any comments, with WEST Management.

## **SECTION B: INTRODUCTION MISSION & GOALS**

**Welcome to West Coast Aquatics!** WEST is a Coach-run and Board governed 501(c)(3) non-profit corporation with a mission and commitment to promoting health, fitness, water safety, swimming education and healthy competition; what WEST terms "Swimming for Life!" WEST embraces all levels of swimmers, providing each with the best possible resources to progress through all levels of both competitive and non-competitive swimming. WEST prides itself on fostering excellence both in and out of the pool, while instilling life lessons such as dedication, commitment, sportsmanship, community and a strong work ethic.

### **Mission Statement:**

Instilling life lessons and protecting children, through the pursuit of excellence in the sport of swimming.

### **Vision Statement:**

Providing a nurturing, yet demanding environment for athletes to develop into strong and successful adults.

### **WEST's goals are to:**

1. Develop basic swimming skills and water safety through swim lesson programs aimed at swimmers of all ages and abilities.
2. Foster an environment where every swimmer is encouraged to improve abilities and perform to their potential.
3. Teach discipline, hard work and goal setting while having fun in a competitive environment.
4. Develop mental, physical and social fitness.
5. Foster high standards of sportsmanship, conduct and integrity.
6. Teach the enjoyment and sense of accomplishment inherent in the sport of competitive swimming.

7. Develop competitive swimmers for USA Swimming competition.
8. Provide the competitive swim program with adequate liaison and representation with the officially recognized state, regional and national swimming associations.
9. Garner parent support for the overall program through volunteering on committees, work events and/or competitions.
10. Own, operate, manage, maintain, and make improvements to a pool and/or pool facility for use by the team.
11. Engage in other non-team related income measures with the guidelines to keep within WEST's goals and the regulations of a non-profit 501(c)(3) organization.

WEST owns and operates its facility consisting of a twenty-five (25) yard six (6) lane pool, weight room, swim shop, administrative offices, locker rooms and various related training support environments (see below for more detail). All individuals/groups utilizing WEST's facilities are expected to observe the same respect for and pride in the physical facilities, as well in its surroundings and the position and representation it has in the community, as WCA employees and Program Management do.

WEST programs are designed for all abilities and ages.

Those participating in the swim club will represent WCA in meets sanctioned by USA Swimming and are governed by USA Swimming Rules and Regulations.

WEST IS OPEN TO ALL SWIMMERS AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, NATIONAL ORIGIN, RELIGIOUS BELIEFS, GENDER OR GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITY, PREGNANCY, VETERAN STATUS OR POLITICAL IDEOLOGY. WEST IS, HOWEVER, A PRIVATE ENTITY AND RESERVES THE RIGHT TO REFUSE SERVICE OR REMOVE ANYONE FROM ITS FACILITIES AT ITS SOLE DISCRETION.

### **SECTION C: GOVERNANCE**

WEST is governed by an annually-elected Board of Directors with a minimum of three-members and a maximum of five-members and is subject to the Bylaws of West Coast Aquatics, which can be found at:

WEST Homepage > About Us > Governance

#### **Current Board of Directors:**

President - Nick Chevalier  
Secretary - Andree-Anne Worcester  
Treasurer - Kyung (KJ) Lee  
At-Large - Vacant  
At-Large - Vacant

## **SECTION D: AMENITIES**

### **Pool:**

6 lanes  
25 yards  
10' deep at diving end, 3' feet deep at shallow end

### **Weight Room:**

- Free weights
- Cardio machines
- Functional strength equipment

### **Additional Amenities:**

- Pool viewing area & study room
- Access to City Nature trails
- Swim Shop

## **Section E: GENERAL POOL / GYM RULES**

1. All persons entering WEST's facility are subject to WEST's Consent to Medical Treatment and WEST's Liability Waiver for Guests of West. (See WEST's Consent to Medical Treatment and Liability Waiver for Guests of WEST)
2. The Gym is open to patrons 16 + or 12 years old and with a guardian present and supervising.
3. Swim and work out at your own risk. No outside coaching allowed on the pool deck, gym or on facility grounds. WEST personnel are responsible for enforcing rules and to respond in case of an emergency.
4. Swimmers must be 3 years of age and potty trained to enter pool. For youth 16 and younger parent /guardian must be present and in direct line-of-sight. Parents/guardians are responsible for their youth's behavior while in the facility or on WEST property. Parents must accompany all youth in the pool unless their swimmer is a proficient swimmer and independent in deep water.
5. Swimmers younger than 3 years old may enter the pool during designated programs and times. Swimmers younger than 3 needing to wear diapers must use three layers of protection: disposable swim diaper, reusable swim diaper, bathing suit.
6. WEST staff has final authority on all activities at WEST's facilities. All persons entering WEST's facilities must respect and obey instructions from WEST's staff.
7. No swimming alone without supervision.
8. Showers required before swimming.
9. No running on the pool deck.
10. No wild play or roughhousing allowed.
11. No food or beverages allowed in the pool.
12. No glass or breakable containers allowed in the pool area.

13. Swimmers must wear approved swim apparel in the pool. (See WEST's Swimwear Policy in Section N).
14. Swimmers with open sores, rashes, or infectious diseases are not allowed in the pool or locker rooms. (See WEST Allergen and Medication Policy in Section K).
15. Use of alcohol or tobacco products are not allowed on WEST property.
16. Unless expressly authorized by WEST personnel, parents are not allowed in the pool area during practice.
17. Diving is only allowed in designated areas. Use of the blocks is limited to trained racing starts only and under direct supervision of a WEST coach.
18. Guests to WEST's facilities are responsible for removing their own trash.
19. WEST is not responsible for lost or stolen items.
20. WEST reserves the right to deny use to its facilities or eject anyone at any time.

## **SECTION F: PROGRAMS OFFERED**

WEST offers a variety of classes and programs. These programs are designed for different levels of skill and proficiency. Not all classes may be applicable to all participants. WEST wants to ensure swimming is accessible to all regardless of ability to pay and offers financial aid to those who qualify. The financial aid program is need based and eligibility is based on the Everett School District's Free and Reduced Lunch requirements. Requests must be made in writing by completing the West Coast Aquatics Financial Aid application and turned into the WEST office. Requests for financial aid are evaluated on a case-by-case basis, must be accompanied by a completed tax return as proof of income and be approved by the WEST board of directors. Application must be renewed every year in September and received 2 weeks prior to application.

### **1. Membership / Facility Use Programs**

WEST offers monthly facility use memberships without any commitment or initial registration fees. Membership registration must be completed through the website at [WestSwimTeam.com](http://WestSwimTeam.com). Memberships are valid upon date of registration and include full access to lap/open swim, water aerobics, as well as use of the fitness room. Monthly fees are billed to your debit, VISA, Mastercard, or Discover Card on the 1st of every month. A late fee of \$50 is automatically assessed if payment is not received by the 12th. To cancel membership a written notice must be provided to [office@westswimteam.com](mailto:office@westswimteam.com) before the next billing cycle. No refunds will be issued in any circumstance. \*Please see general pool / gym rules above for age requirements/restrictions.

#### **Monthly Membership Types:**

Single: one adult 18-59 years of age

Senior Single: one adult 60 years of age or over

Senior Couple: one couple, at least one of which is 60 years or over

Household Memberships: every dependent living at the same residence, up to 6 members

## **2. Youth Group Swimming Lessons**

WEST's Swim Lesson program is open to swimmers 1-12 years old (Note: diapers may only be allowed during designated classes and times). The program is designed to both maximize water safety, as well as establish a distinct advantage should a swimmer choose to continue competitive swimming. With that in mind, WEST swim lesson curriculum has a focus on safety, proficiency and creating the basis for a competitive swimming career. The program is designed to teach and build upon fundamentals including, but not necessarily limited to, stroke, body position, breathing techniques, sportsmanship and consistent terminology.

In addition to the core WEST staff of administrators and instructors, WEST has established a community of swim instructors who themselves often are products of the WCA swim lesson and competitive swim program. The instructors work together to ensure that each child succeeds. All instructors attend regular in-service training sessions to ensure that every instructor is both mentally and physically fit to teach WEST's curriculum.

Swimmers must attend the classes they sign up to take. For safety reasons WEST will not accommodate switching of schedules or makeup lessons.

Classes are organized by skill level and age. WEST offers 5 levels of classes:

- Beginner 1
- Beginner 2
- Intermediate 1
- Intermediate 2
- Advanced

Skill evaluations are normally done on the third week of the session. WEST will provide an evaluation at the end of each session indicating what the recommended class for the respective swimmer is for the following session registration. If there are any questions regarding evaluations, please email the lessons manager.

Skill evaluations should be considered a "progress check" for swimmers, so that they can better understand their individual competency level for each skill required for a given level of swimming. Swimmers progress at different rates, strength and swimming skills cannot be rushed and WEST will not progress a swimmer until they meet WEST's curriculum standards. There is no 'set' amount of time it takes for a child to learn a skill. WEST's curriculum is designed to educate swimmers; therefore there is a substantial amount of information provided for each level of swimming. That information forms the

basis for a strong swimming competency and is required to progress through the successive classes. As a supplement to group lessons, WEST offers private lessons for those who feel a swimmer is close to advancing, however they require additional instruction or specific skill set reinforcement and/or if additional time in the water is deemed desirable (additional information regarding private lessons is provided below)

**Swimmers should bring the following with them to class:**

**Swimsuit** – WEST recommends girls wear a one-piece swimsuit.

**Goggles** (not mandatory, but highly recommended). Goggles are helpful when considering vision, as well as comfort when in the water. They are often helpful in creating a sense of calm when putting one's face or head in water.

**Towel** – for drying off and staying warm after class.

**Swim cap or hair tie** (not mandatory, but highly recommended). For swimmers with long hair we recommend the use of a bathing cap. If you choose not to use a swim cap, please tie long hair back to keep it out of the face and limit distractions.

**Warm clothes** – especially during the colder months.

**Lessons Policies**

**Registration:**

All registrations must be completed through our online system. Late registrations will be accepted on an individual basis depending on space and instructor availability.

**Financial Aid:**

Scholarships are available to those who qualify. The criteria is based on Everett School District's Free & Reduced School Lunch Program. Please contact the Office or Lessons Manager for more information.

**One Spot per Child:**

Do NOT register for more than a single spot per swimmer. Our program is designed to prepare children for club or recreation swim teams at an appropriate progression rate.

*Multiple and simultaneous registrations for the same swimmer will be cancelled with no credit or refund.* If you feel your swimmer needs more time in the water, please consider Private Lessons or talk to one of our Lessons Managers for recommendations.

Swimmer Age Requirements:

To maintain program quality and ensure swimmer safety, all participants must meet the age requirements listed for each level. Incorrect registrations that do not meet our age requirements will be cancelled with no refund or credit.

### **Waitlist Sign-Up:**

If your desired class time is full, you may sign up for a waitlist spot. If a spot becomes available, your waitlist spot will be automatically approved with your payment processed at that time.

***Please DO NOT register for more than one waitlist spot. Please DO NOT register for a waitlist spot if you are enrolled in another day/time spot.*** If you register for a different waitlist spot, YOU MUST remove yourself from any other class waitlists or risk being charged and cancelled with no refund or credit.

### **No Make-Up Class Policy:**

Our program structure does not allow for any make-up classes. Credits for missed classes will ONLY be issued if meeting our Extended Illness Policy criteria (see below) and a doctor's note is provided.

### **Cancellation Policy:**

ALL cancellations MUST be received more than 72 hours prior to the first class or meet our Extended Illness Policy criteria to receive a partial credit. Any cancellations within 72 hours of the first class or after the class has started will not receive any credit or refund. Incorrect level placement and multiple registrations for the same swimmer will be cancelled with no refund or credit.

### **No Refund Policy:**

We do not give refunds. In some circumstances we will apply WEST Credit to your account to be used at a later date.

### **Credit Policy:**

WEST Credits will be issued for extended illness (see below) and pool closures only. Credits may be applied toward future group lessons, private lessons or other WEST Programs and are non-transferable.



**Extended Illness Policy:**

If your child is sick or injured and misses two (2) or more consecutive classes, a credit will be issued when a doctor's note is presented. The doctor's note must include the dates that the child was not allowed to be in class. Credits cannot exceed 50% of total registration fee.

**Swim Attire:**

Swim suits must be worn and all swim attire must be designed for swimming. Improper fabrics can become a safety risk or damage our pool equipment. Avoid wetsuits as they provide buoyancy and give a false sense of body awareness. Avoid shirts and loose fitting swimsuits as they create drag resistance which weighs swimmers down and makes it harder to move through the water.

**Spectators:**

We ask no more than 2 spectators per family watch lessons from the pool deck, as space is limited. Spectators **MUST** remain behind the white line on the pool deck and follow all posted rules and staff requests. Parents/Guardians must remain on facility grounds for the entirety of the child's lesson.

**Parent/Guardian Etiquette:**

Please do not coach or instruct your child from the benches. If you have questions, please speak with the Lessons Manager and avoid talking directly to our instructors so they may remain focused on the swimmers at all times. Please keep conversation at a respectful volume when on the pool deck, in the locker rooms and lobby area.

**Deck Changing:**

Changing your bathing suit and/or clothes in public is against USA Swimming SafeSport & WEST's Minor Athlete Protection Program. There are family changing stalls at the far end of the deck. Children ages 6 years and older **MUST** use their gender assigned locker room or the curtained changing areas at the end of the pool deck.

**Locker Room Use:**

The locker room is NOT a place to hang out. Please limit showers to 2 minutes, especially when it is busy.

**NO Cell Phones in Changing Areas:**

ALL CELL PHONE use in the locker rooms is a violation of WEST Policy, USA Swimming's Code of Conduct and Washington State Law. It will not be tolerated and is for the safety and comfort of all WEST patrons.

**Children 6 years and Older Must Use Gender Assigned Locker Rooms:**

Children under 5 may accompany their parent/guardian in the opposite gender locker room. There are also curtained changing stalls at the end of the pool deck for your convenience and comfort.

**See Something - Say Something:**

Report any and all suspicious or concerning behavior to WEST Staff IMMEDIATELY.

**3. Recreation Swim Teams**

In addition to the five levels of swim classes, WEST offers a Recreation Swim Team for children interested in improving their technique and conditioning while learning the fundamental skills of competitive swimming. Recreation Team swimmers have the option to compete and the flexibility to progress at their own pace. The Recreation program runs from September through June and feeds into our Summer Swim Team.

WEST requires outside swimmers who are interested in Pre-Comp to register for Advanced class; during which the swimmer will be evaluated for Pre-Comp readiness. Those within the WEST group lessons program will be evaluated upon completion of advance level for Pre-Comp or Summer Team readiness.

**4. Private Lessons**

In addition to group lessons, WEST offers 1-on-1 private and semi-private lessons with its highly trained instructors.

**Youth Private Lessons**

People choose private lessons for many reasons: one-on-one instruction, intensive skill development, scheduling and comfort, are a few of note. WEST's swim instructors will

provide quality and individual swim instruction for children age fifteen (15) and younger at any skill level.

**Youth Private lessons rates/scheduling are available at:**

West Homepage > Swim Lessons > Private lessons

**Teens / Adult Private Lessons**

WEST also offers private lessons for adults and teenagers, age 16 and older with one of our experienced coaches.

Private lessons are scheduled during block times during lap and open swim hours and are either thirty (30) or sixty (60) minutes long. If for any reason you are unable to make your scheduled lesson, or you would like to cancel, please give WEST 24-hour notice. If 24-hour notice is not given prior to your scheduled lesson, you will be responsible for full payment.

**Teen / Adult Private lessons rates/scheduling are available at:**

West Homepage> Swim Lessons > Adult lessons

**5. Summer Swim Team**

During summer months, WEST runs a Summer Recreational Swim Team competing in the North Cascade Summer Swim League against other teams from Mukilteo, Marysville, Kirkland, Redmond and Woodinville. Swimmers on the Summer swim team come from a variety of sources including WEST's Recreation Swim Teams, neighboring teams as well as from our lessons and the local community. Swimmers must be able to complete a twenty-five (25) yard Freestyle and twenty-five (25) yard Backstroke swim, as well as a fifty (50)yard uninterrupted kicking set to participate on the Summer swim team.

**Practice Schedule / fees are available at:**

West Homepage > More Programs > Summer Team

**6. WEST Year-Round Club Swim Team**

**About the Swim Team**

WEST's Swim Team is considered an elite training and competition program. As such, the level of commitment and participation is substantial and increases with each stage of the swimmer's career at WEST. As part of the team, swimmers can take comfort in knowing that they are swimming amongst others committed to the sport the same way they are, and with a team gaining in notoriety.

WEST's swim team has been awarded multiple Bronze Medal Level of Excellence Awards from USA Swimming, listing it as one of the Top 200 programs in the country. WEST's swim team swimmers have competed at Junior Nationals, qualified for Olympic Trials,

and have gone on to swim competitively at NCAA Division 1, 2 and 3 Colleges. As an elite swim team, WEST maintains a much smaller team than most of the competitive programs in the northwest region (by half to a quarter); making WEST's performance standing within Pacific Northwest Swimming and recognition Nationally, all the more notable.

WEST has constructed a competitive swim program based upon age and ability. At the coaching staff's discretion, competitive swimmers are placed in a respective team level.

The competitive swim team season runs from the beginning of September to August (approximately 11 months). In addition to training and fee commitments, swim team members are also expected to meet team fundraising and volunteer commitments (described below).

### **Family in Good Standing**

Good Standing refers to being in compliance with the wide range of WEST requirements, both for the swimmer and family. Conduct, attendance, attitude, performance, volunteerism, fundraising, participation all influence a family's standing within the program. Anyone NOT in good standing may be asked to leave the program at any time.

### **Practice Attendance:**

As with all sports, practice is not only a time to build team and camaraderie, but to be given instruction, enhance skills and develop a long-term sound base for skills development. With this in mind, practice is one of the main cornerstones of the program. During the season, WEST may have single or multiple daily practices. WEST understands that swimmers may need to miss a practice for a variety of reasons, including, but not necessarily limited to, illness, school/family events or other unforeseen circumstances. Please refer to each training group's Information Packet for specific attendance requirements.

Should a swimmer be required to miss practice, the swimmer is expected to communicate the anticipated absence prior to practice, as well as make-up the missed practice by doing an alternative, agreed-upon workout.

Should a swimmer anticipate a multi-day non-illness based absence, extending for more than two (2) days; the swimmer must make arrangements to swim during that time (ex. a family vacation for several days).

Many club teams across the country welcome swimmers from other clubs to train with them. By communicating with your coach ahead of time, the coach can help contact other teams and make arrangements for the swimmer to practice independently during their extended absence.

## **WEST Participation During High School Swim Season:**

WEST realizes many swimmers participate in school swim programs, as well. While WEST is supportive of such endeavors, attendance is mandatory and purposeful. Swimmers are expected to meet all attendance requirements during high school season. WEST will work with swimmers on an individual basis to accommodate their specific situation, within reason. It is imperative swimmers stay on track with the training group at all times throughout the year. Our coaches support high school swimming and will make the necessary adjustments to set the swimmers up for the greatest possible success during the high school season, while keeping them on track with the rest of the training group.

**Swim Group requirements and schedules are listed in the registration packet available at:**

West Homepage > Club Swim Team

## **Fee Schedule**

Training fees start in September with annual and monthly payment options available. Fees are prorated for new members joining the team mid-season. Membership renewal becomes effective upon being offered a spot & completion of payment for each year's registration fees. The yearly training fee is payable in 1 annual or 11 monthly installments due by the 1st of each month. All registration and training fees shall be due in accordance with the fee schedule outlined in the team registration packet.

Fees are to be paid in advance and are due by the 1st day of each month. Fees become delinquent after the 12th of each month and will be automatically assessed a \$50.00 late fee unless prior arrangements have been made. Accounts delinquent over thirty (30) days shall be denied team privileges, unless prior arrangements have been made. Adult members not fulfilling their financial obligations to the team shall result in their swimmer(s) being denied practice, competition, and award privileges until these obligations are satisfied.

A non-refundable registration fee is due at registration. This fee includes USA Swimming registration, a WEST cap and 3 WEST t-shirts (2 team shirts in the fall, 1 summer shirt). This fee does not include a warm up suit or other required equipment. Registration begins in August for all swimmers and is on a first come, first served basis for swimmers in good standing with the team.

## **Olympian Clinics**

As a special incentive and to foster the commitment to the swim team, WEST works with Olympic or National caliber swimmers to run bi-annual (twice per year) clinics with the club team. This program will include two onsite weekend clinics for swimmers and

coaches. The cost of this program for each WEST team member is to be paid at the time of team registration, and will cover all of the clinics and virtual sessions for the season.

### **LEAVING THE TEAM MID SEASON**

Those needing to quit, take a leave of absence or hiatus from the team during the competitive year must first provide written notice of intent to resign from the WEST team a minimum of 2 weeks prior to the withdrawal date. A \$300.00 fee will be billed to your account in addition to the established fees. Training fees will not be prorated within a month. All volunteering, fundraising, and training fee obligations must be satisfied in full prior to resignation and any discount for paying annually will be forfeited and reversed. If medical leave of absence is required, continued payment of training fees is required to hold space on the team

**Chart of Swim Team Fees are listed on the registration packet available at:**

West Homepage > Club Team

### **Volunteer / Fundraising Commitment**

As a non-profit program, WEST's swim team relies upon the swim team community to subsidize the cost of operations and is considered a volunteer-run program; therefore all families must contribute volunteer hours. Failure to complete the minimum volunteer service requirement will result in a fee of \$50.00 per unfulfilled hour (ex. 10 unfulfilled hours will result in a charge of \$500.00). This charge will be billed to the swimmer's account at the end of the season (August), and must be paid in full before your family will be allowed to re-register for the following season. Families with multiple swimmers are responsible for the number of volunteer hours that correspond with the swimmer in the highest training group level as listed in the swim team registration packet.

In addition to fees and the volunteer commitment, WEST swim team families are also required to fulfill a fundraising commitment through WEST's SwimA-Thon®. Families with multiple swimmers on the swim team are responsible for the fundraising amount that corresponds with each swimmer.

Corporate matching donations will count towards each family's fundraising total, but matching donations for volunteer hours will only count once a family has satisfied its' minimum volunteer requirement. This means that only the hours in excess of the family's minimum will be applied to their fundraising requirements. Receipt and confirmation of corporate matching must be sent to [office@westswimteam.com](mailto:office@westswimteam.com) to be applied.

Any fundraising not related to Swim-A-Thon, garage sales, etc., helps out the team and creates another source of revenue, but does not apply to the minimum required fundraising for each family.

**Chart of Swim Team volunteer and fundraising requirements are listed on the registration packet available at:**

West Homepage > Club Team

## **SECTION G: WEST CODE OF CONDUCT**

WEST's Code of Conduct applies to all members and others attending an event or utilizing West Coast Aquatics facilities or grounds. The Code of Conduct is not intended to provide a comprehensive list of all expectations and describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

### **WEST Coast Aquatics Code of Conduct:**

1. WEST swimmers, members, guests and staff will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.
2. WEST swimmers, members, guests and staff will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards a swimmer, coach, official or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).
3. WEST swimmers, members, guests and staff will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.
4. WEST swimmers, members, guests and staff will not use alcohol, tobacco, controlled substances or any other substance listed on World Aquatics's recognized list of banned substances.
5. WEST swimmers, members, guests and staff will not commit any act of theft or property damage while on WEST property.
6. WEST swimmers, members, guests and staff will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official or any other person.
7. WEST swimmers, members, guests and staff will be responsible for their equipment and personal possessions and will clear all personal possessions and trash upon leaving WEST.
8. WEST swimmers, members, guests and staff will conduct themselves in an appropriate manner and will abstain from rough housing and horseplay that might result in personal injury to themselves or another.
9. WEST swimmers, members, guests and staff will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy (Section L).

10. WEST Swimmers, family members, and guests will refrain from inappropriate/destructive communication and will follow the procedures set in place by conflict resolution policy should an issue arise.
11. WEST swimmers, members, guests and staff will adhere to WEST's Electronic Communications Policy (Section I).
12. WEST swimmers, members, guests and staff will adhere to WEST's Anti-Bullying Policy (Section J).
13. WEST swimmers, members, guests and staff will not participate in or condone conduct that is in violation of this Code of Conduct.
14. WEST swimmers, members, guests and staff will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.
15. WEST swimmers, members, guests and staff will not commit any act of fraud, deception or dishonesty.

Any swimmers, members or guests utilizing WEST's facilities may be denied membership, placed on probation, suspended or expelled from WEST if such person violates the provisions of WEST's Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of WEST's Code of Conduct or the USA Swimming Code of Conduct which can be found at [usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/code-of-conduct-expert-2018.pdf](https://usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/code-of-conduct-expert-2018.pdf).

#### **WEST Dispute Resolution Process:**

If a swimmer (parent/guardian) or member feels that he/she is not being treated in accordance with the above expectations, they should ask to address their concerns by scheduling a meeting with:

Swimmer(Parent/Guardian)	WEST Member
1. The Group Coach; 2. The Head Coach; or 3. A WEST Board of Directors member.	1. Program Manager 2. General Manager 3. A West Board of Directors member

If any swimmer or parent/guardian is in violation with the Code of Conduct, discipline will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches and/or Board of Directors
- Further suspension
- Expulsion from the team



Training fees are not refundable due to a misconduct suspension. Discipline decisions will be determined by a three-person committee; appointed by the Board consisting of the Head Coach, a board member and a neutral adult. In the event that the Head Coach is personally involved in a dispute, a second neutral adult member(s) shall be appointed in place of the Head Coach.

Should one be necessary, a committee shall be appointed by the Board, comprising the Head Coach, and a neutral adult member. In the event that the Head Coach is personally involved in a dispute, a neutral adult member(s) shall be appointed. The membership of the committee shall remain the same until there is total resolution of any given problem, but may change for any other non-related disputes.

### **Reporting**

If your concern relates to a violation of West MAAPP, including and not limited to: criminal activity, illegal drug use, inappropriate touching, or physical abuse, please report immediately to [safesport@usaswimming.org](mailto:safesport@usaswimming.org). Anonymous reporting can be completed <https://fs22.formsite.com/usaswimming/form10/index.html>.

If your concern relates to sexual misconduct, sexual harassment or sexually explicit communication through any media, please contact the U.S Center for SafeSport to make a report immediately. You can report your concern online or call 720-524-5640. More information can be found at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org).

### **SECTION G.1 : WEST SWIM TEAM CODE OF CONDUCT**

As a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

#### **WEST Swim Team Member Code of Conduct Minimum Expectations:**

I will not violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

- I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).
- I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.
- I will not use alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.
- I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.
- I will not commit any act of theft or property damage while on WEST property.
- I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person.
- I will be responsible for my own equipment and personal possessions on deck and in the locker room and will clear all personal possessions and trash upon leaving.
- I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to themselves or another.
- I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any other swimmer, coach, participant, or audience member.
- I will respect and follow the instructions of WEST coaches and personnel.
- I will arrive on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions carefully.
- I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will be humble in victory and graceful in defeat.

I will support their teammates and cheer for them when possible.

I will remain in the water after races until all competitors have finished.

I will follow proper lane etiquette and refrain from behavior that will inhibit the progress of others.

I will demonstrate respect for the decisions of coaches and officials.

I will always put forth my best effort.

I will wear designated WEST gear to all meets, including team suit, cap and shirt.

I will adhere to WEST's Anti-Bullying Policy.

I will adhere to USA Swimming's swimsuit regulations.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report any conduct in violation of this Code of Conduct to my coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that I may be denied membership, placed on probation, suspended or expelled from WEST if I violate WEST Swim Team's Swimmer Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or

3. A WEST Board of Directors member.

I understand that any alleged violation of this Code of Conduct will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches, and/or Board of Directors
- Further suspension
- Expulsion from the team

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

### **SECTION G.2 : WEST PARENT AND GUARDIAN CODE OF CONDUCT**

As a parent of a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

#### **WEST Swim Team Member Code of Conduct Minimum Expectations:**

I will not permit my child to violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate or permit my child to discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.

- I will not use alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances while at WEST's facilities or during any WEST-related activities.
- I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.
- I will not commit any act of theft or property damage while on WEST property.
- I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person while on WEST property.
- I will be responsible for my own personal possessions while at WEST's facilities and will clear all personal possessions and trash upon leaving.
- I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to myself or any other person.
- I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any swimmer, coach, participant, or audience member.
- I will respect and follow the instructions of WEST coaches and personnel.
- I will assist my child in arriving on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions of WEST personnel while at WEST's facilities.
- I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas.
- I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.
- I will adhere to WEST's Electronic Communications Policy.
- I will support my child in being humble in victory and graceful in defeat.
- I will support WEST swimmers and cheer for them when possible.

I will demonstrate respect for the decisions of coaches and officials.

I will adhere to WEST's Anti-Bullying Policy and encourage my child to do the same.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report any conduct in violation of this Code of Conduct to a WEST coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that my child may be denied membership, placed on probation, suspended or expelled from WEST, and that I may be expelled from WEST's facilities if I violate WEST Swim Team's Parent Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

#### **SECTION H: WEST SWIM TEAM TRAVEL POLICY**

**Purpose:** Swimmers are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of swimmer-to-swimmer misconduct. During travel, swimmers are often away from their families and support networks, and the setting is less structured and familiar, including, but not necessarily limited to, new changing areas, locker rooms, workout facilities, automobiles and hotel rooms. The Travel Policy should be considered to be a set of policies and guidelines, but should not be considered to be all-inclusive.

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

#### **Travel Policies**

1. All swimmers, parents, coaches and other adults traveling with WEST must read and acknowledge agreement in writing with these policies. (USA Swimming Rulebook 305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rulebook 305.5.B)
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer (unless the coach is the parent, guardian, sibling or spouse of that particular swimmer). (USA Swimming Rulebook 305.5.A)
4. When only one swimmer and one coach travel to a competition, the swimmer must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (USA Swimming Rulebook 305.5C)
5. 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.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the swimmer, unless prior parental permission is obtained.
7. During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and should be of a similar age. Where swimmers are age thirteen (13) and over, chaperones and/or team managers will attempt to stay in nearby rooms. When swimmers are age twelve (12) and under, chaperones and/or team managers may stay with the swimmer. Where chaperones/team managers are staying in a room with the swimmer, they should be the same gender as the athlete and prior written consent should be given by the swimmer's parents (or legal guardian).
8. When only one swimmer and one coach travel to a competition, while at the competition, WEST's coach and swimmer should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. To ensure the propriety of the swimmer and to protect the staff, there will be no male swimmers in female athlete's rooms and no female swimmers in male swimmer's rooms (unless the other swimmer is a sibling or spouse of that particular swimmer).
10. A copy of the Club Code of Conduct, a Liability Release form, and Medical Consent Authorization must be signed by the swimmer and/or his/her parent or legal guardian prior to the travel.
11. WEST's coach, team manager or chaperone should carry a signed Medical Consent Authorization form for each swimmer traveling on the trip.
12. WEST's coach, team manager or chaperone shall establish a curfew for each day of the trip.
13. 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 coach or his/her designee.
14. 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 express permission of the coach or a chaperone.
15. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Swimmer twelve (12) years of age and under will be accompanied by a chaperone.

16. WEST's coach or his/her designee shall make a written report of travel policy or code of conduct violations to WEST's management and the parent or legal guardian of any affected minor swimmer.
17. As representatives of WEST, WEST's swimmers are expected to be quiet and respect the rights of teammates and others in the hotel, be prompt for all scheduled team functions, use appropriate behavior in public facilities and remain in assigned hotel rooms after curfew.
18. After curfew, swimmers are expected to turn the lights out and refrain from using the television or cell phones.
19. Swimmers and their parents or guardians are responsible for any room service charges or other incidental expenses incurred by the swimmer without permission.
20. Swimmers and their parents or guardians are also responsible for any damage or theft caused by the swimmer.

## **SECTION I: WEST ELECTRONIC COMMUNICATIONS POLICY**

### **PURPOSE**

WEST Coast Aquatics ("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. Communications are only allowed from 7am to 9pm. 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; and
- 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. [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

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, MYSPACE, 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 methods.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches may have a work-only Facebook page, where no personal information is posted and all content is swimming/team related.

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

#### **TWITTER AND INSTAGRAM**

The Club has an official Twitter/Instagram 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/Instagram. Likewise, athletes are not permitted to follow coaches on Twitter/Instagram. Coaches and athletes are not permitted to “direct message” each other through Twitter/Instagram.

## **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes from 7am to 9pm. If the athlete is a minor, another adult must be added to the text in a group chat. Texting only shall be used for the purpose of communicating information directly related to team activities. [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

## **EMAIL**

Athletes and coaches may use email to communicate from 7am to 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

## **PHONE CALL**

Athletes and coaches may have telephone calls to communicate from 7am to 9pm. When communicating with an athlete through the phone, the phone call must be observable and interruptible by another adult.

## **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.

## **SECTION J: WEST'S ANTI-BULLYING POLICY**

**Purpose:** Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive and can be devastating to a victim. WEST is committed to providing a safe, caring and friendly environment for everyone. If bullying occurs it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member.

## **WHAT IS BULLYING?**

WEST's policy on bullying is designed to harmonize with WEST's Code of Conduct and the anti-bullying provisions of the USA Swimming Code of Conduct. Generally, USA Swimming's Code of Conduct section 304.3.7 defines bullying as:

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:

1. causing physical or emotional harm to the other member or damage to the other member's property;

2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. 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**

Anyone who feels that he or she has been bullied while at WEST is encouraged to promptly do one or more of the following:

- Talk to your parents;
- Talk to a coach or board member;
- Write a letter or email to a coach or board member.

Every effort should be made to bring the complaint to the attention of WEST as soon as possible to make sure that memories are fresh and behavior can be accurately documented and the bullying behavior can be stopped as soon as possible.

## **HOW WEST HANDLES BULLYING**

If bullying is occurring, it is WEST's goal to STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately.
2. Separate the individuals involved.
3. Make sure everyone is safe.
4. Address any immediate medical or mental health needs.
5. Reestablish the peace through calm, respectful behavior.
6. Investigate the incident.
7. Follow up with an action plan if any improper behavior is found.
8. Communicate the action plan to the individuals involved.
9. Implement the action plan.

## **SECTION K: WEST ALLERGEN AND MEDICATION POLICY**

Although WEST aims to be a safe place for all swimmers, WEST cannot control or be responsible for all potential allergens that may be brought to the facility that have the potential to impact various individuals with various medical conditions. Operating a pool also requires the use of harsh chemicals to keep the facility clean and sanitary, which may also cause reactions (or make existing conditions worse) in some people. USE OF THE POOL AND FACILITY IS AT YOUR OWN

RISK AND PARENTS/GUARDIANS ARE RESPONSIBLE FOR MANAGING THEIR CHILD'S ALLERGIES AND OTHER MEDICAL CONDITIONS.

### **Sharing Food or Other Exposure to Allergens**

We enjoy it when kids bring food to share on their birthdays and at other special events. If you are planning to share food or drinks with a group, please avoid sharing foods containing known allergens of swimmers in the group. For instance, if you are aware that a member of the group has a specific food allergy, please do not share food containing that allergen with the group. For those who have food or other allergies, please be aware that WEST cannot control every item brought to the facility, so anyone who has a food or other allergy should take appropriate precautions to avoid exposure. These precautions include, but are not limited to, refraining from accepting food from others.

### **Medications**

WEST personnel are not trained to dispense or administer medications. If you or your swimmer require the use of a medication, then you and/or your swimmer are responsible for being trained and ready to use such medication without the involvement of WEST personnel. If a swimmer is too young or is otherwise unable to administer necessary medications themselves, then it is the parents' or guardians' responsibility to remain at the facility during practice or team events. WEST personnel will NOT administer any medication except as a last-resort response during severe emergencies.

Swimmers should notify their coach of any medical condition that may necessitate the emergency use of an EpiPen or other medication and where it is located during practice.

If WEST notices a skin irritation or other sign of an allergic reaction or other medical condition, WEST reserves the right to remove the swimmer from the pool or take other appropriate action at its discretion.

### **SECTION L: WEST PHOTOGRAPHY POLICY**

A parent or guardian has a right to refuse having their child photographed. 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.

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.

West Coast Aquatics may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed.

#### **SECTION M: WEST LOCKER ROOM POLICIES**

1. Designated locker rooms must be used when a swimmer changes, in whole or in part, into or out of a swimsuit (e.g., deck changing is prohibited).
2. Children over the age of six (6) must use their gender appropriate locker room to ensure the comfort of all our patrons. We have curtained stalls at the end of the pool for children who may need assistance from their parent/guardian.
3. A swimmer's time in the locker room should be limited to the time it takes to shower and change clothes. The locker room is not a place to play or hang out.
4. WEST makes an effort to recognize when a swimmer goes into the locker room during practice or competition, and if they do not return in a timely fashion we will check on the swimmer's whereabouts.
5. WEST discourages parents and guardians from entering the locker room unless it is truly necessary. In those instances, it must only be a same-sex parent. If it is necessary for a parent or guardian to enter a locker room, coaches or staff members should be notified in advance. For instance, if a swimmer needs assistance with his or her swimsuit or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then the parent should let the coach know beforehand that he or she will be helping the swimmer.
6. WEST has staggered practices, with different groups arriving and departing throughout the day. It is therefore impractical to constantly monitor locker rooms over the day. While WEST does not post personnel inside or at the doors of the locker rooms and changing areas, it does make periodic sweeps of the locker rooms and bathrooms. Staff conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.
7. 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. Consistent with USA Swimming Athlete Protection Policies, WEST prohibits the use of such devices in the locker room or other changing area.
8. An adult must not expose his or her breasts, buttocks, groin or genitals to a minor swimmer under any circumstance. An adult must not request an unrelated minor swimmer expose the minor swimmer's breasts, buttocks, groin or genitals under any circumstance.
9. At no time is an adult permitted to be alone with an unrelated minor swimmer in a locker room or changing area, except under emergency circumstances.

#### **SECTION N: WEST'S SWIMWEAR POLICY**

WEST's Swimwear Policy is designed to conform to the recommendations of EWorld Aquatics and USA Swimming. Consistent with those recommendations WEST prohibits swimwear that offends "good taste and morality" or does not "conform to the current concept of the appropriate." WEST reserves the right to determine, in its sole opinion, whether particular swimwear conforms to these standards. Any person wearing swimwear that violates these standards will be asked to leave the pool immediately. Repeat offenders may be subject to additional action, which may include permanent exclusion from the pool.

With respect to West Swim Team members, technical race suits ("tech suits") should only be worn by swimmers over 10 years old, and then only at: (1) championship meets; (2) select preliminary and final meets; or (3) by direct request of the swimmer's coach.

### **SECTION O: WEST SWIM TEAM GUIDANCE FOR PARENTS**

There is and has always been much discussion on the importance of the Support Triangle structure of parent, athlete and coach. Each plays a critical role in the development of the swimmer. Swimming is a very demanding sport but through hard work and perseverance, invaluable lessons are instilled. WEST strives for the swimmer's long-term success and our goal is they continue swimming past high school. With such long swimming careers ahead of them, each part of the triangle plays an important part in determining how the swimmer develops, not just as an athlete.

**It is crucial we all work together and keep in mind several general rules of thumb:**

1. Swimming is a sport and sports are supposed to be fun.
2. Each part of the Support Triangle plays a specific role. By each maximizing our specific roles and working together, we maximize the potential for the swimmer.
  - a. Swimmer: always put forth best effort and strive for perfect attendance.
  - b. Coaches: provide training and council on demands of the sport of swimming.
  - c. Parents: provide consistency, love and unconditional support for your athlete.
3. Nutrition – as a parent, you primarily influence your child's diet. They exercise a lot and will need to eat a lot, but we want to maximize performance and development, so it is important they are getting what they need.
  - a. Avoid supplements – get what you need from real food first
  - b. Water, water, water – we don't really need to drink anything else. Hydration plays a major role in performance and recovery.
  - c. "Shop the Perimeter" – it has been said that everything essential for your body to survive can be found on the perimeter of the grocery store: Veggies, Protein, Grains, and Dairy.
  - d. "Eat a Rainbow" – try to have a variety of colors of vegetables with every meal. You can't eat enough veggies.
4. Rest – growing bodies need extra rest already, and with training, it becomes that much more important. 6-8 hours per night minimum.
5. No Pressure – anyone that spends as much time in the water as these swimmers do learns to take it pretty seriously. Swimmers should already put pressure on themselves to perform. As Coaches, we need to be able to also put pressure on the athlete to perform. However, the Support Triangle will crack if there is pressure from all sides. It

has been regularly noted that the swimmers who make it farthest in the sport have parents that are supportive yet “Hands-Off” and do not put any additional pressure on the athlete to perform.

6. Show the swimmer that you support them – Being “Hands-Off” doesn’t mean not to get involved with your child’s swimming. They need to know that you support their hard work and dedication to the sport and that you care about them.
  - a. Volunteer & Stay Connected – help out at meets, meet and interact with other swim parents. WEST isn’t just a swim team, it’s a swimming community.
  - b. Provide transportation – we understand that our busy practice schedule and attendance expectations also put heavy demands on parents. We strongly encourage more carpooling.
  - c. Keep them happy – although we all go through ups and downs, overall, kids should be happy. If they aren’t please speak with their respective coaches so we can work on a solution.
7. Family, School, Swimming – whenever facing hard decisions, remember the order of priorities.

**The most important job as a parent is to SUPPORT:**

- Support ALL WEST swimmers, yours and others
- Support your age group and level
- Support the coaches
- Support other parents
- Support positive communication
- Support ALL WEST hosted meets as a volunteer
- Support WEST and PNS / USA Swimming at all meets
- Support ALL WEST fundraising opportunities

**and for your swimmer...**

- Keep them fed, clothed and healthy.
- Bring them to practice.

**SECTION P: WEST COACHES’ EXPECTATIONS**

Our goal is for each individual swimmer to reach his or her full potential not only as an athlete, but as a well-rounded person, as well. Although we strive to maximize performance in the water, our main goal is to help our athletes grow and develop into highly successful young adults consistent with the WEST core values of *Honesty & Integrity, Sportsmanship, Respect, Hard Work and Pride.*

### **General Expectations**

- Be on-time - “Early” is on-time “On-Time” is late.
- Don’t coach your child.
  - Recent studies have shown that for many athletes, their least favorite aspect of sports was “the ride home” and the pressure put on them by their parents.
  - It confuses the child. As coaches, we give them critical feedback and focal points for improvement. We understand how challenging these items are and we demand the highest possible level of quality. We typically prioritize a few items to focus on and reinforce those items until they are mastered.
  - It puts additional stress and pressure on the swimmer, often reducing the amount of fun they have which leads to burnout and self-confidence issues.

### **Practice Expectations**

- Follow coach instructions at all times, don’t interrupt or talk when coaches are speaking and ask questions when it is not disruptive to the rest of the group.
- Swimmers must be picked up within 10 minutes of practice ending.
- Bring required training equipment to each practice.
- Always watch the pace clock and leave on the correct interval between swimmers.

### **Meet Expectations**

- Warm-up during designated warm-up times, regardless of what time individual events are scheduled to happen. Swimmers are expected to warm-up with the team and be at the meet to support the team effort.
- Swimmers are to sit with the team during the meet, not in the stands with parents.
- Swimmers will refrain from being on their phones during the meet.

The WEST Code of Conduct is designed to maximize positive experiences for all WEST swimmers and ensure WEST is providing a fun, safe, and positive learning environment. Team members will refrain from any illegal or inappropriate behavior that is not consistent with WEST’s Code of Conduct. All members, including parents must follow the Code of Conduct as listed in Section G.

### **SECTION Q: WEST’S MINOR ATHLETE ABUSE PROTECTION POLICY (MAAPP)**

USA Swimming adopted a Minor Athlete Abuse Protection Policy (MAAPP) on April 29, 2019. All USA Swimming member clubs, including WEST, are required to implement the MAAPP in full by June 23, 2019. WEST has not only adopted the MAAPP as a stand-alone policy, but the individual provisions of the MAAPP are consistent with and have been incorporated into WEST’s other written policies, including but not limited to WEST’s Swim Team Code of Conduct, WEST Swim Team Travel Policy, WEST Swim Team Electronic Communications Policy, WEST Photography and Videography Policy, and WEST Locker Room Policies. WEST takes protection of minor athletes seriously, and WEST’s policies are at least as protective, if not more protective of minors, than the MAAPP adopted by USA SWIMMING.



**THIS POLICY APPLIES TO:**

- All USA Swimming non-athlete members;
- WEST athlete members over 18 years old;
- Participating non-members, including but not limited to:
  - meet marshals,
  - meet computer operators,
  - timers,
  - chaperones,
  - parent or other adult volunteers;
- LSC and club adult staff and board members;
- Junior coaches under the age of 18; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

The term “Applicable Adult” refers collectively to all of the above.

**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.

**DEFINITIONS**

**Athlete:** A USA Swimming athlete member.

**Authority:** When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

**Billeting:** A residential environment facilitated by an Adult Participant or Organization, or sanctioned event staff in which a Minor Athlete is temporarily housed in a private home with an adult or family who is not related to or known by the Minor Athlete. This lodging arrangement is in conjunction with an activity related to sport.

**Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

**Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

**Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging, social media or any other electronic medium.

**Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

**In-Program:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Massage:** Any Massage, Manual Therapy, Therapeutic and Recovery modalities, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, Manual Therapy, Therapeutic and Recovery modalities occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**Lodging and Residential Environment:** Lodging arrangements include, but are not limited to hotel

stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting.

**Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

**Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months<sup>1</sup>.

**Organization:** USA Swimming, LSC or Club

**Regular Contact:** Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any minor athlete.

#### **EXCEPTIONS**

**[Note: Exceptions apply only where specified]**

**Close-In-Age Exception:** In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older, determined by birthday, than the Minor Athlete.

**Dual Relationship Exception:** An Adult Participant has a role or relationship with a Minor Athlete that is outside of the sport program. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually, which must also identify which portion of MAAPP the parent/guardian is providing consent.

**Emergency Exception:** Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.

- a. It is strongly encouraged that the Organization or Adult Participant document the emergency circumstance.

#### **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

---

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

- 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 Organization 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 Name 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.

[Recommended] 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.

[Recommended]

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.

[Recommended]

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.

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.

[Recommended]

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. Organization must abide by such a request.

### **VII. Monitoring**

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

- 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.

[Recommended] 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**

- 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.

[Recommended]

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

[Recommended]

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



**APPENDIX A**  
**[REQUIRED BY U.S. CENTER FOR SAFESPORT FOR INCLUSION AS APPENDIX TO THE USA**  
**SWIMMING MINOR ATHLETE ABUSE PREVENTION POLICY]**

**ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES**

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

**A. Organizational Requirements for Education & Training**

1. USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.
2. USA Swimming must, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
  - a. For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
  - b. USA Swimming is not required to track individual course completions of Minor Athletes.
3. USA Swimming must, every 12 months, , offer training to parents on the prevention and reporting of child abuse.
  - a. For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
  - b. USA Swimming is not required to track individual course completions of parents.

**B. Required Prevention Policies and Implementation**

1. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
  - a. Meetings
  - b. Individual Training Sessions
  - c. Manual Therapy, Therapeutic, and Recovery Modalities
  - d. Locker rooms and changing areas
  - e. Electronic communications
  - f. Transportation
  - g. Lodging and Residential Environments
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.
3. USA Swimming must also require that its LAOs implement these policies within each LAO.
4. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.
  - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization
  - b. must take steps to ensure the policies are implemented and followed.
  - c. For In-Program Contact that occurs outside an Organization’s sanctioned event or facilities, implementing these policies means:
    - i. Communicating the policies to individuals under its jurisdiction;

- ii. Establishing a reporting mechanism for violations of the policies;
- iii. Investigating and enforcing violations of the policies.

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

### **C. Policy Approval and Submission Process**

1. USA Swimming may adopt the mandatory minimum requirements of the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at [compliance@safesport.org](mailto:compliance@safesport.org) for review and approval by April 1, 2024. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.
2. USA Swimming must require their LAOs to incorporate the mandatory components of Part III. USA Swimming may require that their LAOs implement the USA Swimming's policies, which may be more stringent than the policies in Part III.
3. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section. Any changes made to USA Swimming's MAAPP after the policy is approved must be submitted to the Center for approval. The previously approved MAAPP will remain in effect until written approval is provided to USA Swimming from the Center

### **SECTION R: ILLNESS ACKNOWLEDGEMENT & WAIVER**

An inherent risk of exposure to illness from infectious disease including but not limited to MRSA, COVID-19 and influenza exists in any public place where people are present. These are extremely contagious diseases that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

WEST Coast Aquatics cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading illness while participating in competitions, practice and all team activities. It is not possible to prevent the presence of disease. Therefore, if you choose to participate in any WEST or USA Swimming activity or event, you may be exposing yourself to and/or increasing your risk of contracting or spreading illness.

By attending or participating, you voluntarily assume all risks associated with exposure to illness and forever release and hold harmless from: USA swimming, WEST Coast Aquatics, and each of their officers, partners, directors, agents, employees or other representatives from any liability or claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claims you may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with exposure,

infection, and/or spread of disease related to participation in competition, practice and all team activities.

**SECTION R: WEST HANDBOOK ACKNOWLEDGEMENT FORM**

This form must be signed and returned to the front office to complete the registration of your account. All participants of all WEST programs must acknowledge this handbook. Please complete the section below and return to the office. In some cases, electronic acknowledgment of this document may be included in the online registration process.

By signing below I acknowledge and agree that I have read, understand, and agree to be bound by the policies set forth in the WEST Handbook.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

To the extent the signing person is signing in the capacity as the parent or guardian of a minor athlete, the minor athlete's name is listed below:

Athlete Name: \_\_\_\_\_

Training Group or Program: \_\_\_\_\_

## **SECTION S: APPENDIX – FORMS**

Individual forms can be found on the following pages. In some cases, the information on these forms may be read and acknowledged digitally during the registration process.

(Intentionally Blank. See Next Page)

## CONSENT TO MEDICAL TREATMENT – FORM 1

This is to certify that on as of the date indicated below, I \_\_\_\_\_, as parent or guardian of \_\_\_\_\_ (minor swimmer), or for myself as an adult swimmer, give my consent to WEST Coast Aquatics and its medical representatives to obtain medical care from any licensed physician, hospital, clinic, or other licensed medical provider for the above referenced swimmer, for any injury that could arise from use of WEST's facilities.

I hereby waive, release and forever discharge **WEST Coast Aquatics** from all rights and claims for damages, injury, loss to person or property which may be sustained or occur as a result of the aforementioned medical care, whether or not damages or loss is due to negligence.

I further agree to be and remain financially responsible for the cost of any such medical treatment.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Primary Policy Holder: \_\_\_\_\_

Parent/Guardian/Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EMERGENCY CONTACT:

In case of emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital of Choice: \_\_\_\_\_

**MEDICAL HISTORY (Optional):** If the answer to any of the following is yes, please describe the problem and any implications for obtaining treatment.

- ☐ Head Injury (concussion, skull fracture)   ☐ Allergies   ☐ Asthma   ☐ High Blood Pressure  
☐ Fainting Spells   ☐ Convulsions/Epilepsy   ☐ Neck or Back Injury   ☐ Kidney Problems  
☐ Heart Problems   ☐ Diabetes   ☐ Other \_\_\_\_\_

Describe: \_\_\_\_\_

What medications is the swimmer currently taking: \_\_\_\_\_

**LIABILITY WAIVER FOR GUESTS OF WEST – FORM 2**  
**ACKNOWLEDGEMENT AND RELEASE OF LIABILITY**

I acknowledge that my entry and use of the facilities of WEST Coast Aquatics and/or my involvement with the WEST Coast Aquatics Swim Team is expressly conditioned on my agreement to each of the terms of this Liability Waiver for Guests of West. I acknowledge and agree as follows:

1. I hereby understand that there is an inherent risk of injury or illness, up to and including death, from participation in any physical exercise, sport, wellness, and/or recreational activity including swimming. I also understand and acknowledge that the physical activities at WEST Coast Aquatics may expose participants including me or my minor child to many inherent risks including accidents, injury, illness, or even death. The participation in and at WEST Coast Aquatics is a voluntary activity in all respects and I assume all risks of injury and illness that may result from such participation by my minor child or me. This includes individual use of the facility or any sponsored group activities.
2. I do hereby fully release and discharge WEST Coast Aquatics, its owners, agents, management, employees, and those whose facilities are being used for activities sponsored by WEST Coast Aquatics (collectively the “Released Parties”) from any and all liability, claims, and causes of action from injuries or illness (including death), damages or loss which I or my minor child may have on account of participation in all activities involving WEST Coast Aquatics and/or its facility. This is a complete and irrevocable release and waiver of liability. Specifically and without limitation, I hereby release the Released Parties from any liability, claim, or cause of action arising out of the Released Parties’ negligence. I covenant not to sue the Released Parties for any alleged liabilities, claims, or causes of action released hereunder.
3. I further agree to indemnify and hold harmless and defend the Released Parties from any and all claims resulting from injuries or illness (including death), damages of loss, including, but not limited to, attorneys’ fees, sustained by me arising out of, connected with, or in any way associated with, WEST Coast Aquatics.
4. I have been advised by WEST Coast Aquatics to consult with a physician before I or my minor child undertake any physical activity at WEST Coast Aquatics. I certify that I or my minor child are in good health and sufficient physical condition to properly participate in the activities of WEST Coast Aquatics; that I and my minor child will follow the rules and policies of WEST Coast Aquatics; and that I and my minor child will follow the directions of WEST Coast Aquatics’ staff.
5. The Released Parties are not responsible for any loss or theft of personal property brought or left at WEST Coast Aquatics and I release the Released Parties for any such loss or theft by me or my minor child.
6. I expressly agree that this release is intended to be as broad and inclusive as permitted under Washington law and that if a portion is held invalid, the remaining shall remain in full force and effect.
7. I have read and fully understand this Liability Waiver for Guests of WEST. This document is binding upon me, my minor child, heirs and anyone else entitled to action on my behalf or on behalf of my minor child.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I represent that I have legal capacity and authority to act on behalf of the minor child named herein.

Parent/Guardian Signature: \_\_\_\_\_ Parent/Guardian of:

\_\_\_\_\_

### WEST CONSENT TO TRAVEL – Form 3

I, \_\_\_\_\_ (parent's/legal and lawful guardian's name)  
certify that I am the legal guardian of \_\_\_\_\_ (swimmer's  
name) and give my consent for them to travel with the WEST Swim Team to  
\_\_\_\_\_(City, State, Country)  
to attend the \_\_\_\_\_ (name of  
meet/event) on these dates: \_\_\_\_\_.

I further acknowledge that I have read WEST Coast Aquatics' Swim Team Travel Policy and  
consent on behalf of myself and my minor child to abide by its provisions.

Transportation will be provided by:

Name:	Parent/Coach

I give my consent to the above-mentioned chaperones to administer or seek medical attention  
as needed in the event of an emergency.

**In case of emergency, please contact the following person(s):**

1st Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

2nd Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Please include below any health, medical or other concerns that we should be aware of:

---

---



**WEST CONSENT TO TRAVEL – Form 3. Page 2 (continued from Page 1)**

I, \_\_\_\_\_ (swimmer's name) acknowledge that I will be representing WEST Coast Aquatics Swim Team at the following travel trip or meet: \_\_\_\_\_ (name of meet/event).

I understand that my behavior while on this trip will be a direct reflection of not only myself and family, but my team and community as well. That being said, I agree to the following (initial each):

\_\_\_\_\_ I agree to adhere to the WEST Code of Conduct and WEST Swim Team Travel Policy at all times.

\_\_\_\_\_ I agree to follow all Coach and Parent Chaperone instructions at all times.

\_\_\_\_\_ I understand there will be room checks at the end of each day and will be in my designated room at that time.

\_\_\_\_\_ I understand that at "Lights Out" time, TV and all lights will be turned off, cell phones, tablets and computers will also be put away and I will be quiet.

\_\_\_\_\_ I understand that my parents and I will be financially responsible for any damage I perform or costs (including room service fees) that I incur.

\_\_\_\_\_ I understand that while on the Team Travel Trip, disciplinary action will be taken more seriously than normal. There will only be one warning and any second offence will result in immediate disciplinary action including and not limited to:

- scratched from the meet
- immediately sent home via plane flight (at parent's expense)
- suspension and/or expulsion from the team

I, \_\_\_\_\_ (parent's name) have read and understand the WEST Swim Team Code of Conduct and WEST Swim Team Travel Policy. I agree that my swimmer, \_\_\_\_\_ (swimmer's name) will represent WEST to the best of his or her abilities and will abide by the WEST Swim Team Code of Conduct and addition requirements listed above.

Swimmer  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEST SWIM TEAM SWIMMER CODE OF CONDUCT – Form 4**

As a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

### **WEST Swim Team Member Code of Conduct Minimum Expectations:**

I will not violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.

I will not use alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics's recognized list of banned substances.

I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.

I will not commit any act of theft or property damage while on WEST property.

I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person.

I will be responsible for my own equipment and personal possessions on deck and in the locker room and will clear all personal possessions and trash upon leaving.

I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to themselves or another.

I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any other swimmer, coach, participant, or audience member.

I will respect and follow the instructions of WEST coaches and personnel.

I will arrive on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions carefully.

I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will be humble in victory and graceful in defeat.

I will support their teammates and cheer for them when possible.

I will remain in the water after races until all competitors have finished.

I will follow proper lane etiquette and refrain from behavior that will inhibit the progress of others.

I will demonstrate respect for the decisions of coaches and officials.

I will always put forth my best effort.

I will wear designated WEST gear to all meets, including team suit, cap and shirt.

I will adhere to WEST's Anti-Bullying Policy.

I will adhere to USA Swimming's swimsuit regulations.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to my coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that I may be denied membership, placed on probation, suspended or expelled from WEST if I violate WEST Swim Team's Swimmer Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I understand that any alleged violation of this Code of Conduct will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches, and/or Board of Directors
- Further suspension
- Expulsion from the team

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

Swimmer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature (if applicable): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **WEST SWIM TEAM PARENT CODE OF CONDUCT – Form 5**

As a parent of a member of WEST Swim Team, I acknowledge that I have read, understand, and agree with the following:

WEST's Code of Conduct is designed to maximize positive experiences of all swimmers and ensure a fun, safe, and positive learning environment. The Code of Conduct is not intended to provide a comprehensive list of all behavioral expectations. The Code of Conduct describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

### **WEST Swim Team Member Code of Conduct Minimum Expectations:**

I will not permit my child to violate the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming Code of Conduct.

I will not discriminate or permit my child to discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.

I will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards another swimmer, coach, official, or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).

I will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.

I will not use alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances while at WEST's facilities or during any WEST-related activities.

I will not commit any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.

I will not commit any act of theft or property damage while on WEST property.

I will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person while on WEST property.

I will be responsible for my own personal possessions while at WEST's facilities and will clear all personal possessions and trash upon leaving.

I will conduct myself in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury to myself or any other person.

I will demonstrate good sportsmanship during practice and competitions, and will abstain from taunting, profanity, verbal abuse, or any other unsportsmanlike conduct toward any swimmer, coach, participant, or audience member.

I will respect and follow the instructions of WEST coaches and personnel.

I will assist my child in arriving on-time for all practices, competitions, and other team events; will bring all necessary equipment to practices and be responsible for their belongings; I will not talk while coaches are addressing the group; and I will listen and follow directions of WEST personnel while at WEST's facilities.

I will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas.

I will refrain from destructive, hurtful, or negative communications about WEST, its swimmers, coaches, officials, or others, both while at WEST's facilities or in any other setting including but not limited to email or social media.

I will adhere to WEST's Electronic Communications Policy.

I will support my child in being humble in victory and graceful in defeat.

I will support WEST swimmers and cheer for them when possible.

I will demonstrate respect for the decisions of coaches and officials.

I will adhere to WEST's Anti-Bullying Policy and encourage my child to do the same.

I will not participate in or condone conduct that is in violation of this Code of Conduct.

I will immediately report to any conduct in violation of this Code of Conduct to a WEST coach or other WEST personnel.

I will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.

I understand that my child may be denied membership, placed on probation, suspended or expelled from WEST, and that I may be expelled from WEST's facilities if I violate WEST Swim Team's Parent Code of Conduct, or aid, abet or encourage another person to violate any of the provisions of WEST Swim Team Code of Conduct or the USA Swimming Code of Conduct.

I understand that if I feel that I am not being treated in accordance with the above expectations, I will address my concerns by scheduling a meeting with:

1. The Head Coach;
2. The Group Coach; or
3. A WEST Board of Directors member.

I further understand that any fees paid to WEST are not refundable due to a misconduct suspension and that discipline decisions will be determined by a three-person committee appointed by the board consisting of the Head Coach, a board member, and a neutral adult.

Parent/Guardian Signature (if applicable): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Swimmer's Name: \_\_\_\_\_

### INFORMATION ON THE PERSON YOU ARE REPORTING:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



**INFORMATION ON THE VICTIM:**

Victims First and Last Name: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Address: \_\_\_\_\_

Affiliation with WEST: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** If the victim is under 18, please provide contact information for his/her parent/guardian

**INFORMATION ON PERSON REPORTING THE INCIDENT:**

First and Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Affiliation with WEST: \_\_\_\_\_

Relationship to Victim (if any): \_\_\_\_\_

**PLEASE LIST ANY OTHER WITNESSES AND CONTACT INFORMATION (if known)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please provide any additional information you feel would be helpful to an investigation of the alleged incident you are reporting:

---

---

---

---

---

**WEST MASSAGE THERAPY WAIVER (Form 7)**

**WRITTEN PERMISSION FOR A LICENSED MASSAGE THERAPIST OR OTHER CERTIFIED  
PROFESSIONAL OR HEALTH CARE PROVIDER TO TREAT A MINOR ATHLETE**

I, \_\_\_\_\_, legal guardian of \_\_\_\_\_,  
a minor athlete, give express written permission, and grant an exception to the Minor Athlete  
Abuse Prevention Policy for \_\_\_\_\_ (massage therapist or other certified  
professional) to provide a massage, rubdown and/or athletic training modality on

\_\_\_\_\_ (minor athlete) on \_\_\_\_\_ (date)

at \_\_\_\_\_ (location). The massage, rubdown or athletic training  
modality must be done with at least one other adult present in the room and must never be done  
with only \_\_\_\_\_ (minor athlete) and \_\_\_\_\_  
(massage therapist or other certified professional) in the room. I acknowledge that I have the  
right to observe the massage, rubdown or athletic training modality. I further acknowledge that  
this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WEST TRAVEL LODGING WAIVER (Form 8)**

**WRITTEN PERMISSION FOR AN UNRELATED ADULT ATHLETE TO SHARE THE SAME  
HOTEL, SLEEPING ARRANGEMENT OR OVERNIGHT LODGING LOCATION WITH MINOR  
ATHLETE**

I, \_\_\_\_\_, legal guardian of \_\_\_\_\_,  
a minor athlete, give express written permission, and grant an exception to the Minor Athlete  
Abuse Prevention Policy for \_\_\_\_\_ (minor athlete), to stay in the same  
hotel room of, or share a sleeping arrangement or other overnight lodging location  
with \_\_\_\_\_ (unrelated adult athlete)  
at \_\_\_\_\_ (location of hotel room or other overnight lodging location)  
from \_\_\_\_\_ to \_\_\_\_\_ (dates of applicable rooming arrangement).  
I further acknowledge that this written permission is valid only for the dates and location  
specified herein.

Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WEST LOCAL TRANSPORTATION WAIVER (Form 9)**

**WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO PROVIDE LOCAL  
TRANSPORTATION TO MINOR ATHLETE**

I, \_\_\_\_\_, legal guardian of \_\_\_\_\_,  
a minor athlete, give express written permission, and grant an exception to the Minor Athlete  
Abuse Prevention Policy for \_\_\_\_\_, an unrelated Applicable Adult to  
provide local vehicle transportation to \_\_\_\_\_ (minor athlete)  
to \_\_\_\_\_ (destination) on \_\_\_\_\_ (date(s))  
at \_\_\_\_\_ (approximate time), and further acknowledge that this written permission is valid  
only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## WEST PHOTOGRAPHY WAIVER (Form 10)

### WEST PHOTOGRAPHY POLICY

A parent or guardian has a right to refuse having their child photographed. 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.

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.

West Coast Aquatics may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed.

I give my consent for West Coast Aquatics to take and use photographs or video of my child for training purposes during practice and on all forms of media (bulletin boards, brochures, website) that lawfully promote West's mission.

**By signing below I acknowledge and agree that I have read, understand, and agree to be bound by the policies set forth above.**

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

To the extent the signing person is signing in the capacity as the parent or guardian of a minor athlete, the minor athlete's name is: \_\_\_\_\_