



# **TEAM POLICY HANDBOOK**

*As of May 3, 2023*

# Table of Contents

|   |    |
|---|----|
| 1. OC RIPTIDE AQUATICS CLUB SWIM                                      | 3  |
| 2. AGE-GROUP COMPETITIVE SWIM TEAM                                    | 3  |
| a. PROGRAM FEES   | 4  |
| b. SWIM GROUP GUIDELINES  | 5  |
| c. ADMINISTRATIVE POLICIES  | 8  |
| d. AGE-GROUP FAMILY SERVICE HOURS POLICY                              | 10 |
| e. PERSONAL CONDUCT POLICIES  | 11 |
| f. COMPETITION POLICIES   | 11 |
| 3. MASTERS SWIM TEAM (ADULT PARTICIPANTS)                             | 14 |
| a. PROGRAM FEES   | 14 |
| b. TRAINING GROUPS  | 14 |
| c. ADMINISTRATIVE POLICIES  | 14 |
| d. PERSONAL CONDUCT POLICIES  | 15 |
| e. COMPETITION POLICIES   | 16 |
| 4. LEARN-TO-SWIM PROGRAM  | 17 |
| a. PROGRAM FEES   | 17 |
| b. ADMINISTRATIVE POLICIES  | 17 |
| 5. APPENDIX 1: AGE GROUP COMPETITION ENTRY PROCEDURES                 | 20 |
| 6. APPENDIX 2: SWIM MEET TIPS FOR PARENTS                             | 21 |
| 7. APPENDIX 3: AGE GROUP ATHLETE CODE OF CONDUCT                      | 22 |
| 8. APPENDIX 4: PARENT CODE OF CONDUCT                                 | 24 |
| 9. APPENDIX 5: ACTION PLAN OF OC RIPTIDE AQUATICS TO ADDRESS BULLYING | 26 |
| 10. APPENDIX 6: MINOR ATHLETES ABUSE PREVENTION PROGRAM (MAAPP)       | 30 |
| 11. APPENDIX 7: MASTERS ETIQUETTE GUIDELINES                          | 38 |
| 12. APPENDIX 8: RESOURCES   | 40 |

# 1. ORANGE COUNTY RIPTIDE AQUATICS CLUB, SWIM TEAM

## WELCOME

The Coaching Staff and Board of Directors wish to welcome you to the Riptide Swim family. Our members discover it's fun to challenge the body and the mind to find their limits without regard to rewards. Our members find friendship and support here at OC Riptide Aquatics. We consider competition to be healthy when handled in an intelligent manner and feel it is important for our swimmers to enjoy day-to-day training. Our goal is to have OC Riptide Aquatics enhance your lives and be a positive part of your life experience.

## SWIM PROGRAMS

Orange County Riptide Aquatics Club Swim Team is proud to offer a wide variety of programs for our members. This handbook will provide you with all the pertinent information about policies, procedures, protocols for the 3 main programs we offer. The first is our Age-Group Competitive Swim Team which is governed by USA Swimming under the official name Orange County Riptide Aquatics Club (OC Riptide, or RIPT). We also offer the adult competitive Masters Swim Team which is governed by United States Masters Swimming under the official name Orange County Riptide Masters. Finally, we offer a variety of swimming classes for beginners and will refer to all those in this handbook as Learn-To-Swim programs.

## OUR PHILOSOPHY

We are a competitive swimming program dedicated to advancing swimmers to the highest levels of achievement within our sport. Riptide Swim Staff believe in a personalized approach to developing swimmers. Our coaches will give each swimmer a strong foundation in stroke technique and from there build speed, flexibility, power, endurance and conditioning. The values of respect, good sportsmanship, discipline, and integrity, are at the core of OC Riptide Aquatics and are cultivated in every swimmer. We believe the bonds of friendship are an integral part of the swimmers' enjoyment and experience at OC Riptide Aquatics. We are a non-profit organization that is community driven. We strive to recognize the needs and desires of our swimmers, and guide them so that they may realize their full potential as athletes and as individuals.

## 2. AGE-GROUP COMPETITIVE SWIM TEAM

### PROGRAM FEES

**Registration Fees:**

One-time membership fee of \$50.00 per first swimmer and \$25.00 for each additional swimmer in a family. Registration Fees are due upon online registration with the team and must be paid by credit card.

**USA Swimming Annual Membership Fees:**

USA Swimming registration- is required for entering all swim meets and covers the liability insurance for our team. Without this registration, a swimmer is not allowed in the pool. Every swimmer in the Age Group or Novice program must join USA Swimming. All programs are subject to USA Swimming additional fees.

*USA Swimming Registration Fees must be submitted through the team registration link provided to members to complete the registration through Southern California Swimming's online registration portal*

**Monthly Billing:** Monthly Fees are debited from each member account on the 1st of each month. It is the responsibility of the member to keep the credit card information on file up to date. Personal checks will not be accepted.

**Discounts:** Discounts: There is a \$10 discount for 2nd and 3rd age group swimmers; the 4th and additional age group swimmers in that family swim for free. Up to two masters memberships may count for the \$10 additional swimmer discounts per family but are not eligible for the free membership and do not count as 2nd or 3rd age group swimmers to reach the 4th or additional free swimmers.

| Age Group Program Training Groups                    | Approximate Ages | Monthly Fees                       |
|--|------------------|------------------------------------|
| White Group  | 6-8              | \$160                              |
| Red Group  | 8-12             | \$160                              |
| Blue Group   | 12-13            | \$160                              |
| Bronze Group   | 9-11             | \$180                              |
| Silver Group   | 11-13            | \$180                              |
| Gold Group   | 14-18            | \$180                              |
| Senior Group   | 15 and Up        | \$200                              |
| <b>Visiting Age Group Swimmers (outside SCS LSC)</b> |                  |                                    |
| 1-2 weeks  |                  | \$50 per week                      |
| 2+ weeks up to 3 months                              |                  | \$200per month                     |
| 3+ months  |                  | Age Group<br>Registration Required |

### Program Fee Rationale

As a competitive swimming program dedicated to advancing swimmers to the highest levels of achievement within our sport. We follow a progression that takes many years and as each child advances the cost of participation increases. The monthly fees have been assessed accordingly. Program fee rates are determined for each training group based on the following:

- The number of swimmers who can be placed in the space available for the group
- Staff preparation and administrative time required
- The types of competition and associated costs (travel, lodging, gear, etc.)
- Facility usage cost associated with the group's training plan

Please understand the volume of training necessary for any given group fluctuates throughout the year and can be adjusted by the coaching staff to meet the needs of the athletes or to accommodate facility use restrictions. Your monthly fees are aggregated to meet the needs of the entire program throughout the year. They are not based on time in the water or practices per week, these are determined by the coaching staff based on the training plan and the current needs of the swimmers in each group.

## SWIM GROUP GUIDELINES

The Riptide Swim Age-Group Program is divided into numerous training groups. Swimmers are placed into an appropriate group by the coaching staff upon joining the team, thereafter most group changes occur at the beginning of short course season (September) and the beginning of long course season (Early Spring). The coaching staff look at a number of factors when

determining placement of athletes. Below is a list of factors taken into consideration when placing your children into their groups:

- Swimmer's Age
- Practice attendance
- Physical and emotional maturity
- Swimming skill development
- Attitude towards training
- Performance at championship meets

Keeping all of these factors in mind, the coaching staff discuss each swimmer and decide which training group will provide the optimal environment for them to continue their development in all aspects of our sport. Swimmers are occasionally moved during the season, but primarily most of the changes are made between short course and long course seasons.

### **White (6 - 8 years old)**

Swimmers must execute all 4 strokes. Coaching emphasis is on proper stroke technique and developing concentration, listening skills, and confidence. Swimmers will be working in a group with a positive attitude. Swim meet participation will be encouraged. Practices are offered two days per week.

### **Red (8-12 years old)**

Swimmers are expected to achieve 2 "B" time standards in this group and are expected to meet the 100 IM "B" time standard. They will be refining all four strokes and will be introduced to some advanced training skills and processes. Practices will range between approximately 800 to 1500 yards/meters per workout. Attendance at 3 practices per week is highly recommended. Swim meet participation is expected.

### **Blue (12-14 years old)**

Swimmers in this group are expected to be competent in all 4 strokes, turns & starts, 1 or more "BB" time standard. They will be refining stroke mechanics and will perform some advanced training. Practices will range between approximately 2000 to 3500 yards/meters per workout. Attendance at 5 practices per week is highly recommended. Swim meet participation is expected.

### **Bronze (9 - 13 years old)**

Swimmers in this group are expected to meet the "BB" time standard in at least three events or meet the Junior Olympic standard in one event. They will be focusing on technical swimming skills and beginning more strenuous training. Practices will range between approximately 2500 to 4000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

### **Silver (11 - 14 years old)**

Swimmers in this group are expected to meet multiple "BB" time standards. They will be refining stroke mechanics and will perform some advanced training. Practices will range

between approximately 4000 to 6000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Gold (14 - 18 years old)**

Swimmers in this group are expected to meet 13-14 age group J.O. Times or better. They will be focusing on technical swimming skills and performing a higher volume of training. Practices will range between approximately 4000 to 7000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Senior (15 - 19+ years old)**

Swimmers in the Senior group will train for senior level competition and represent Riptide Swim at regional and national level meets. Swimmers are invited to join this training group by the Head Coach and are required to train exclusively with the club throughout the year (including high school season).

**Equipment List for Workout Groups (See table)**

Every day, each swimmer must bring their own training equipment to practice and are responsible for picking up all their equipment off the deck after each workout. Please see the chart below for specific equipment needed for each training group. (some recommended brands are listed, but check with your coach to see if an alternative brand may or may not be acceptable.

| Training Equipment  | White | Red | Blue | Bronze | Silver | H.S. | Gold | Senior |
|---|-------|-----|------|--------|--------|------|------|--------|
| Kickboard – CAS   | X     | X   | X    | X      | X      | X    | X    | X      |
| Swim Fins in youth sizes – Tritan                         | X     | X   | X    | X      | X      | X    | X    | X      |
| Pull Float (Jr or Adult) – TYR                            |       | X   | X    | X      | X      | X    | X    | X      |
| Paddles – Speedo training or Strokemaker                  |       |     | X    | X      | X      | X    | X    | X      |
| Finger Paddles (ask coach)                                |       |     |      |        |        |      | X    | X      |
| Parachute – Stretchcordz drag belt (8” or 12”- ask coach) |       |     |      |        | X      | X    | X    | X      |
| Snorkel – Finis Swimmers Snorkel (Jr or Adult)            |       |     |      | X      | X      | X    | X    | X      |

## ADMINISTRATIVE POLICIES

### Late Payment Policy

Monthly Fees received after the 15th will be charged a fee of \$15 per month until the account has been paid in full.

### Delinquent Account Policy

Accounts of swimmer’s family that are delinquent for more than 45 days will be asked by the coaches to leave the pool area and any meet entries through OC Riptide are suspended until the account has been paid in full.

### Termination Policy

When the family decides to leave OC Riptide, the Termination Form must be filled out and submitted to membership by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, swim meet fees, fundraising obligations, and any other incurred charges. If a family leaves the team without closing their account, the swimmer will be reported to Southern California



Swimming due to non-payment. The Termination Form is accessible through a link on the website or by [clicking here](#).

### **Medical Leave Policy**

A medical leave is defined as an absence from swimming due to serious health concerns documented by a physician and lasting at least thirty (30) consecutive days. Monthly Fees will be waived with a \$15 hold fee.

- Swimmers requesting a medical leave must be under a physician's care at the time and email a medical leave request to [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) with the estimated leave time and a doctor's note stating the reason he/she cannot swim, and an estimation of how long they cannot swim.
- Parents must be in communication with the above email at the end of each month with an update of status.

### **High School CIF Season Leave Policy**

This policy only applies to High School Group Swimmers who will swim at High School Swim Team during CIF season from February to May. A \$25 hold fee per month is required to secure your spot. A leave notice must be emailed at [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month. The fee is waived for OVHS swimmers, however parents must notify the email above if the swimmer will not be swimming with Riptide Swim.

If a swimmer decides to terminate membership with OC Riptide Aquatics Club to train with their high school team during the high school season, and they would like to return afterwards, a \$500 re-registration fee will be applied to the account.

### **Riptide Water Polo Discount Policy**

A swimmer who joins the OC Riptide Water Polo program concurrently will receive a \$20 discount per month for the duration of the program three months. A Water Polo Discount application needs to be submitted by the 15th of the month prior to the start of the program. The \$20 discount will be deleted automatically after three months unless another Water Polo discount application is submitted.-

### **OVHS Swimmer Discount Policy**

The Registration fee and monthly fees for OVHS swimmers will be discounted at 50%. A copy of student ID is required at the time of registration.

### **Parking Policy**

All parking must be in the OVHS parking lot at the back of the pool in the internal OVHS parking lot of campus. DO NOT park in the HB Adult School parking lot as they will give tickets to those who are not enrolled in the HB Adult School. The west side of the pool should be used for drop off & pick up of swimmers only and must use drop off zone.

### **Facility Use Policy**

The showers outside are only to be used for a quick rinse off. Our swimmers should not be using soap or shampoo. If your swimmer must occasionally use any soap it must be biodegradable and eco-friendly.

### **Team Apparel**

All swimmers are required to wear the Riptide swim cap and team approved swimsuit at all swim meets. Team apparel may be ordered online through Competitive Aquatic Supply (CAS) Swim Shop at [www.casswimshop.com](http://www.casswimshop.com) (team code: RIPT) or directly at the CAS swim shop at 15661 Container Lane, Huntington Beach, CA 92649. Riptide Swimmers receive a 10% discount at CAS Swim Shop.

### **Communication**

Our primary communication is via email. Emails will be sent out to all members for announcements such as meet sign-up and verification, meet timelines, timing shifts, monthly invoice, USA swimming registration and fundraisers. Many emails will refer to the website. In the event if practices are canceled (i.e lightning, facility maintenance etc.), notification may also be sent through SMS. It is the parents responsibility to enter and update cell phone and email information in the Team Unify account to ensure promptly communication is received.

All the forms are online on the website at: [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org). Events, schedules and announcements will be updated regularly on the website.

## **AGE-GROUP FAMILY SERVICE HOURS POLICY**

### **Fundraising**

In order to keep fees as low as possible each family with a swimmer on the Age Group Competitive Swim Team is asked to make a meaningful contribution to our fundraising projects. Fundraising will go towards operating costs, equipment, travel meets, and other team events.

### **Mandatory Service Hours**

Each family is required to provide 5 hours of service at each of four Riptide Events during the competition year (September-August).

*For the 2022-23 season these events will be:*

- *October 8-9 2022 Orange Committee Short Course Meet*
- *March 4-5 2023 Orange Committee BB Min Short Course Meet*
- *Date TBD - either Jan/Feb Masters meet, or Team Social Event*
- *June 4 Masters LC Meet*

### **Buy Out Option**

If a family is unable to commit to providing the mandatory service hours, a \$250 buyout will be offered. Families wishing to choose the buyout option must submit email notice by September

25. Notices may be sent to the treasurer at [swimtreasurer@ocriptideaquatics.org](mailto:swimtreasurer@ocriptideaquatics.org). All accounts choosing the buyout option will have the \$250 charge added to their October billing.

## PERSONAL CONDUCT POLICIES

### Conduct Policy for Individuals (Parents, Families, Swimmers, and Guests)

1. All members and their guests are expected to adhere to the Riptide Parent Code of Conduct at all times ([Appendix 4](#))
2. All members and their guests are expected to follow the rules and regulations set forth in the USA Swimming Minor Athlete Abuse and Prevention Plan ([Appendix 6](#))
3. All members are responsible to become familiar with and adhere to Riptide's Action Plan to address Bullying ([Appendix 5](#))
4. We encourage you to ask questions and talk to your respective coach, but please do so before or immediately following the workout
5. Practice sessions are closed. **(Parents, Families, and Guests)** must remain outside of the gated area of the pool deck or in the designated sitting area
6. Any children not swimming must be with their parent or supervising adult and not on the pool deck
7. No one other than a registered swimmer may be in the water at any time
8. No pets on deck

### Conduct Policy for Swimmers

1. Go to your lanes a couple minutes before your practice time with your suits, caps, and goggles on. (You don't have to wait for coaches to call you over)
2. Bring your swim gear and water bottle to your lane for every practice
3. Please tell your coach before practice if you have to leave early
4. Place your backpacks and shoes up against the gates or walls out of the walk way
5. Be considerate of other swimmer's belongings
6. Absolutely no changing on deck...changing into or out of your suit must be done in the locker room

## COMPETITION POLICIES

The current meet schedule is posted on the website and the training groups suggested to attend are listed there as well. Families should review the meet schedule regularly to see which meets are designated for their swimmer(s) to attend. The age group program generally has one regular competition per month for all levels in addition to the four main championship meets of the year.

### Championship Meet Attendance Policy

The required age group championship meets are:

- Winter Age Group Championship (WAG, December), (2022= Dec 8-10)
- Spring Junior Olympics (2023 Mid March, dates TBA) or BB MAX Champs (2023= Feb 3-5)
- June Age Group Championship (JAG) (2023= June 16-18)
- Summer Junior Olympics (2023 End July, dates TBA) or JO MAX Champs (2023 July 14-16) or BB Max Champs (2023= dates TBA).

Age Group Swim Team participants are required to attend all above mentioned swim meets for which they are qualified. A \$75 fee will be charged to all swimmers who do not attend a championship meet in the billing cycle immediately following the meet. Exemptions may be granted if a request is submitted in writing 30 days before the team entry deadline and approved by the head coach.

### **Swim Meet Timing Policy**

The team is required to provide timers during most swim meets (including championships and non-championships). Families who have swimmers participating at that swim meet are responsible to cover timing shifts (Swim Meet timing shifts are not part of the Age-Group Family Volunteer Policy; timing shift hours may not be bought out, and do not count towards the Family Volunteer hours commitment). We want to impress upon the families that timing is a critical and integral function for the swim meets to run, and to take the responsibility seriously.

1. Each family will be asked to time during the session(s) their swimmer(s) are entered.
2. These timing assignments will be assigned by the Timing Chair Coordinator based on the number of swimmers entered in the meet. All families assigned timing will be notified via email with their timing shift(s).
3. Any family deciding not to participate in a meet after timing shifts have been assigned must arrange to have their shift(s) covered. The timing shifts will NOT be revised due to non-participation of swimmers.
4. Each family, who has a swimmer signed up for the meet, is responsible for their own shift. If for any reason you are unable to time at the meet, it is your responsibility to make arrangements with someone, 18 or older, on the timing assignments who can competently perform the timing task.
5. The duration of a timing session will be determined by two factors: the length of the meet and how many timing chairs RIPT is assigned. In general, a timing shift will last between 0.5 and 2.0 hours.
6. The order in which families are listed for timing assignments is based upon when their swimmer will be competing. If your swimmers are entered in earlier events, you will be assigned in the early shift. If your swimmers are entered in later events, you will be assigned in the late shift.
7. At the meet, for each session timers must check in by initialing next to their name on the assignment clipboard (hanging at the team EZ ups) to confirm that they are present. At the beginning of each session, timers should also confirm the start time for their shift as

the meet start times often shift slightly from the planned start time (especially in the afternoons).

8. Parents of swimmers in the long distance events (400 IM, 400/500 Freestyle, 800/1000 Freestyle or 1500/1650 Freestyle) are responsible for timing 3 heats of those events in addition to your regular swim meet timing obligation.
9. Timing for the Finals of Championship meets are assigned to teams each day after the Prelims. Families of swimmers participating in Finals Sessions for both individual events and relays are obligated to time. Parents shall check for assigned timing chairs at the beginning of the finals session warm-ups.
10. Failure to show up for your timing shift without prior arrangement will result in a \$25 penalty fee to be charged on the next monthly bill.

### 3. MASTERS SWIM TEAM

#### PROGRAM FEES

**Registration Fees:**

There is a one-time RIPTIDE membership fee of \$25.00 for each masters swimmer. Registration Fees are due upon online registration with the team and must be paid by credit card.

**United States Masters Swimming Annual Membership Fees:**

United States Masters Swimming registration- is required for all masters swimmers and must be completed online at [www.usms.org](http://www.usms.org). This includes a regionally specific fee for Southern Pacific Masters (our local region). Refer to [www.usms.org](http://www.usms.org) for the annual fees. **Fee is paid directly to United States Masters Swimming.**

**Monthly Billing:** Monthly Fees are debited from each member account on the 1st of each month. It is the responsibility of the member to keep the credit card information on file up to date. Personal checks will not be accepted.

**Discounts:** Discounts: There is a \$10 discount for 2nd and 3rd masters swimmers on the same account (immediate family only).

|                        |              |                   |
|------------------------|--------------|-------------------|
| <b>Masters Program</b> |              |                   |
| Masters Swim           | 19 and above | \$80              |
| Masters Drop-In Fee    | 19 and above | \$15(per workout) |

#### TRAINING GROUPS

Riptide masters swimmers are welcome to attend any or all practices on the schedule listed for “masters.” Coaches will assign members to lanes based on ability, provide appropriate training assignments, and give positive corrective feedback.

#### ADMINISTRATIVE POLICIES

**United States Masters Swimming Membership (USMS) Policy**

It is the responsibility of each member to maintain active membership in good standing with USMS and provide documentation if requested by Riptide Staff.

**Late Payment Policy**

Monthly Fees received after the 15th will be charged a fee of \$15 per month until the account has been paid in full.

**Delinquent Account Policy**

Athletes with accounts that are delinquent for more than 45 days will be asked by the coaches to leave the pool area and will be suspended until the account has been paid in full.

**Termination and Suspension Policy**

When a member decides to leave OC Riptide, the Termination Form must be filled out and submitted to membership by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, swim meet fees, fundraising obligations, and any other incurred charges. If a member leaves the team without closing their account, the swimmer will be reported to United States Masters Swimming due to non-payment. The Termination Form is accessible through a link on the website or by [clicking here](#).

Members may suspend their membership for up to 6 months. The member must notify membership at [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month to avoid billing for the next month. Upon return to practices, a restart notice must also be submitted to re-activate the account. Any suspended accounts inactive for a period longer than 6 months will be terminated.

## PERSONAL CONDUCT POLICIES

**Directions from the Coach:**

Always abide by any instructions from the coach regarding team announcements, workout directions, and safety matters. The Riptide coaches follow guidance provided by United States Masters Swimming, which provides the liability insurance to Riptide Masters.

**Disputes during workouts:**

Any member disagreement with the coach or with a team member must be addressed after, not during, workout. To the extent possible, disagreements should be handled calmly and privately, and include the coach or another neutral member if necessary. The Coach has the discretion to remove members from the pool.

**Workout etiquette:**

It is the responsibility of the member to be familiar with and comply with the current Masters Etiquette Guidelines ([Appendix 7](#)).

**Physical or Verbal Aggression:**

Any hostile, threatening, or unwanted physical contact or language directed toward a coach or member will not be tolerated and is grounds for expulsion from the team by the Board.

## COMPETITION POLICIES

There are a variety of competitions and events on the usms.org website as well as a few unlisted local events which the Riptide Coaching Staff will recommend to members as team events which we encourage participation.

**Registration:**

Registration for all USMS events and competitions is to be completed by the participating member(s).

**Event Rules and Regulations:**

Please follow all event specific rules and regulations when participating in events as a member of Orange County Riptide Masters.



## 4. LEARN TO SWIM PROGRAM

### PROGRAM FEES

| Learn-To-Swim Program Classes Groups | Approximate Ages | Monthly Fees         |
|--------------------------------------|------------------|----------------------|
| Monthly Recurring Swim Lessons       | 5-12             | \$180                |
| Private Lessons                      | 0-99             | Varies by Instructor |
| Jr. Guard Prep Class                 | 7-14             | \$150-200            |
| Summer Swim Team (for Beginners)     | 8-12             | \$200-275            |

### ADMINISTRATIVE POLICIES

1. **Evaluation:** The first swim lesson shall serve as an evaluation in order for the student to be placed in a group that will best suit their abilities. After the first lesson/evaluation the instructor may change the assigned group time for the student.
2. **Check-in:** On your first day of lessons, both the swimmer(s) and parent(s)/ guardian(s) must meet on the pool deck (North East corner) with either the instructor or lesson coordinator to check-in.
3. **Number of Classes Per Month:** All classes (except private lessons) are offered on a monthly basis and recur on specific days of the week. Some months will have more or fewer class days than others, but the monthly fee will remain the same.
4. **Fees:** Payment for the first month of classes is due at time of registration. Registrations after the 15th of any month will have a 50% credit placed on the account to be applied to the following month's billing which is charged automatically on the 1st of each month.
5. **Payments:** Electronic payments are the only payment method accepted by O.C.Riptide Aquatics and will be processed by credit card through the Team Unify team management platform at time of registration.. Electronic payments include credit cards and debit cards. Checks and cash are not accepted. You are responsible for making sure your method of payment remains current and valid. In the event your method of payment lapses for any reason and we are unable to collect payment from you, your student(s) may be withdrawn from classes at the sole determination of O.C. Riptide Aquatics Club.
6. **Refunds and Cancellations after Initial Registration**
  - a. We will grant you a full refund (of the applicable tuition) if you cancel your

student's initial registration for a program within the first 48 hours after you have paid the tuition. No refund will be provided in connection with any cancellations made after this 48-hour time period, regardless of the reason for such cancellation.

- b. Please understand that when you enroll your student in a program, you are reserving a slot in a program that is in high demand and could be filled by other students. As a result, your payment for reserving a slot in that program will be retained by Riptide Aquatics even if your student does not attend any lessons.

**7. Cancellations and absences:**

- a. In the event a facility is closed or lessons canceled due to inclement weather, maintenance, or another reason, a make-up lesson might be scheduled. If you are offered a make-up lesson, it must be completed within three (3) weeks of the originally scheduled (missed) class and is subject to availability, as solely determined by O.C.Riptide Aquatics. If you are not offered a make-up lesson, your student's account will be credited for the lesson(s) canceled as a result of the facility closure. All such credits will be applied toward the tuition and fees for a future lesson (or lessons). Such credits cannot be converted to cash or transferred to any other student. Credits expire six (6) months after the date on which they were applied to the student's account.
- b. There will be no make ups or credits offered for absences or no-shows.

**8. Instructor and Lesson Changes**

- a. Instructor substitutions, schedule modifications, and other changes can and will occur at the sole discretion of O.C. Riptide Aquatics. If a lesson is not booked to capacity, O.C. Riptide Aquatics reserves the right, based on its sole determination, to combine enrollment for various lessons in order to fill such lessons, to cancel, or to change the date, time, or level of any lesson at any time.

**9. Supervision:**

- a. All students in O.C. Riptide Aquatics' Learn to Swim Program are required to have a parent or guardian remain at the facility for the duration of each lesson. Seating is encouraged in the bleachers on deck.
- b. Please Keep Your Eyes on the Pool
  - i. Although we strive to have small classes and attentive instructors, it only takes an instant for a child to slip underwater. If this occurs, please alert us immediately in any way possible. And when this occurs (and it does), the impact of the event will depend on the reaction of the parent. If possible, try to keep your momentary concern concealed behind a smiling, encouraging face, in which there will be a very good chance your child will recover very quickly from the incident. We want to keep our students safe and nothing works better than having the helpful eyes of

their parents and guardians on their activities at all times.

- c. All students should be escorted by a parent or guardian to the swimming pool and checked in with the instructor.
- d. All students must be walked out of the facility at the end of their lesson by a parent or guardian
  - i. No students are allowed to leave the pool deck, or go to the parking lot on their own.
- e. O.C. Riptide Aquatics instructors and coaches can not provide supervision beyond the registered class time.

#### **10. Timeliness**

- a. Please make sure your student is on time for lessons. Lessons begin and end at very specific times. Please arrive early enough so your student has time to stop by the bathroom, get changed and get his/her equipment ready before the lesson begins. If your student is more than 10 minutes late for a lesson, he or she will not be allowed to join that lesson.

#### **11. Goggles**

- a. Unless otherwise directed by their respective instructors, all students should wear a pair of goggles at every class. We do have some loaner goggles; and new goggles are available for purchase from the Riptide Coaching Staff.

#### **12. Swimsuits**

- a. All students must wear appropriate swimwear.

#### **13. Swim Caps**

- a. Any students who have hair long enough to get in their eyes, face or mouth might be required by their Instructor to wear a swim cap in order to enhance their comfort. Swim caps are also available for purchase from the Riptide Coaching Staff.

#### **14. Towels**

- a. Students must bring their own towels. Towels are not provided by O.C. Riptide Aquatics.

#### **15. Applicability of Terms and Conditions**

- a. It is your sole responsibility to ensure that anyone acting on your behalf in connection with the services offered at an O.C. Riptide Aquatics' facility is aware of, and complies with, the policies and procedures set forth herein.

#### **16. Termination of Recurring Membership**

- a. Termination Form must be filled out and submitted to membership by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, and any other incurred charges. The Termination Form is accessible through a link on the website or by [clicking here](#).

## Appendix 1: Age Group Competition Entry Procedures

An email notice will be sent out approximately one week prior to the sign up deadline for each meet. Before the deadline, you must commit to attend and state which days/sessions you will be available. Please follow the procedure below to commit to a meet.

Log into your Team Unify account, click on the “Events” tab, then select the meet. You will also find the link to the meet information sheet in this area (the meet information sheet provides all the specific details for the meet such as entry fees and special entry rules like maximum swims per day and award information).

If you ARE GOING:

- Click on the Declaration dropdown and select ‘Yes’
- Next select each day/session you plan on attending
  - If you click on a session it will expand and show the events that will be run in that session

If you are NOT GOING:

- Click on the Declaration dropdown and select No Thanks, [Name] will NOT attend this meet

After the deadline, the coaching staff will review all declarations and select events for the swimmers to swim . Then you will receive another email containing the “Entries for Review” report. You will have one day to check and confirm the events and times of your swimmer’s entries and email any corrections change requests to [meetentries@ocriptideaquatics.org](mailto:meetentries@ocriptideaquatics.org). Please note- the coaching staff will make every effort to accommodate requests but ultimately will decide which races a swimmer may or may not enter.

Upon completing the review process, the “Final Entries” report will be emailed to all the families.

The procedure above is used for most swim meets, but some meets such as regional meets and invitationals may have different entry procedures which require an alternative method; you will be notified in those cases. Also, for some of the championship meets the coaching staff may elect to enter all eligible athletes first and then ask if anyone needs to be scratched from the meet (attendance at all Championship meets for eligible swimmers is mandatory).

## Appendix 2: Swim Meet Tips for Parents

**Rest** - Make sure your swimmer(s) get a good night's sleep and pack the night before the meet.

**Programs** - May be purchased for a nominal fee and contain information about swimmer's events and heats. Double check your child's events for the meet and speak to the coaches if there are any errors.

**Tents, Canopies & Chairs** - Even when the weather isn't wet, swimmers enjoy having a shaded place to rest and hang-out during races. Many families bring a portable tarp and/or tent to hang-out. Bring a chair(s) for your swimmer(s). Look for our team when you arrive at the swim meet. Usually teams set-up their tents in a group area to create a "home base". The kids can socialize and everyone can look after each other's kids, especially when you are volunteering on deck. Please be mindful that swimmers have the priority to occupy the Team's tents. If you plan to have additional family members attending, other than your swimmer(s), please consider bringing your own tent.

**Volunteering** - Don't forget to check in with timing chair coordinators for your timing shift. Remember the meets only run based on volunteer participation.

**Snacks** - While food is available at most swim meets, it's not always nutritional. Parents are encouraged to plan ahead and bring healthy snacks for their children. Having all that you need on hand makes for a relaxing day for swimmers and parents. It is a good idea for kids to snack after each race because they don't always have time to digest a big meal. Some suggestions include: crackers with cheese or peanut butter, applesauce, fruits, dried nuts, yogurt, veggies and dip.

**Swimmer Responsibilities** - Ensure that your swimmer has checked with the coach upon arrival, before and after each race, and before leaving the swim meet. Your swimmer may be in a team relay or in a "final" so it's important to check before leaving.

**Monitor Behavior** - monitor your swimmer's behavior, set geographic / territorial limits (know where they are) you are responsible for your child. If parents must leave the pool area or do their timing shift, delegate the responsibility for the child to another adult. Take young kids to the bathroom before taking them to marshaling for their events.-

**Relax & Enjoy** - consider this your "camping" weekend with the kids, their friends and families they will remember this time together!-

## Appendix 3: Athlete Code of Conduct

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### BASIC RESPONSIBILITIES

- Swim for the fun of it, not just to please your parents or coach.
- Encourage and support your other teammates during practice and meets.
- Treat all coaches, parents, and teammates with respect.
- Be punctual for all practices and meets. Pool time is very valuable.
- Plan on attending all meets unless you have made special arrangements with your coach.
- Wear Riptide approved swim suits and team caps at meets. This displays team pride and also makes it easier to identify you on the blocks and in the water.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Focus on every drill and every set. Be committed to putting forth your best effort everyday. An honest effort does not include cutting laps, pulling on lane lines or missing send offs/sets.
- Pay attention and follow all of the coach's instructions completely and exactly. The coach is there to help you; if any clarification is needed, ask politely.
- The coaches must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice and competitive environment for all.

### SWIMMERS MUST:

- Show respect and common courtesies at all times to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions and team activities.
- Demonstrate good sportsmanship during all practices, competitions, and team activities.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Come to all team sponsored events in the appropriate attire.
- Respect the coaches' and officials' instructions
- Make every effort to be on time for workouts, competitions, and team events.
- Refrain from foul language, violence, behavior deemed dishonest, discourteous, disrespectful, destructive or offensive to others.
- Follow the directions of the coaching staff and/or chaperones at all times.

- Attend all team meetings and training sessions, unless excused by staff.
- Refrain from the drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by USA Swimming or FINA.
- Avoid any association with such activities as those listed above or association with individuals engaged in them.

#### **CONSEQUENCES FOR VIOLATIONS:**

The coaches have the power to impose the following penalties for any action or inaction they determine to be a violation of the Code of Conduct. The penalties include, but are not limited to the following:

- The swimmer may be given a verbal warning. The swimmer may be sent home with a warning and request for coach-parent conference.
- For repeated or severe violations the swimmer may be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) Repeated or severe violations may result in the swimmer and parent being required to meet with the coach and board to determine appropriate disciplinary action.

## Appendix 4: Parent Code of Conduct

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### BASIC RESPONSIBILITIES

- Read all team emails/communications.
- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- See that your swimmer is on time for practice and arrives on time for meet warm-ups.
- Maintain self-control at all times.
- Know your role: Swimmers, swim / Coaches, coach / Officials, officiate / Parents, support your swimmer(s)
- Call or meet with coaches during normal business hours before or after practice/meets to discuss issues.
- Do not coach your child at practice or during meets, that is the coach's job.
- Do not interrupt or confront the coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc should be directed to your swimmer's coach.
- Get involved...be an Official, work on the board, help plan a fundraiser, be a volunteer, help plan a group social. Find something you enjoy!
- Fulfill your meet timing responsibilities punctually and for the complete duration of your shifts.
- Share the burden among parents by volunteering for necessary functions at team events and swim meets.
- Pay your fees on time.

### PARENTS MUST:

- Set the right example for children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice, competition, timing, or other team activities.
- Demonstrate good sportsmanship during all practices, competitions and team activities.
- Be an active participant in all fundraising events and other team activities and encourage and support your child by permitting them to be timely for practices and competitions.



- Recognize that OC Riptide coaches are professionals and allow them to coach your child(ren) without interference during workouts and meets, including sitting in appropriate observation areas for practice and meets
- Address any concerns, conflicts, or issues (during meets, practices, or other team functions) you may have with a coach or board officer in private. Do not engage/confront directly with meet officials/administration.
- Insist that your child(ren) refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- The head coach and board member have the authority to impose disciplinary action against a member-family for action(s) or inaction they determine to be in violation of the Code of Conduct.

**Violations of this code of conduct may result in, but not limited to:**

1. Warning
2. Suspension
3. Expulsion

## Appendix 5: Action Plan of OC Riptide Aquatics to Address Bullying

### PURPOSE

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

### Objectives of OC Riptide’s Bullying Policy and Action Plan:

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

### WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, images, sounds, 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:

- Causing physical or emotional harm to the other member or damage to the other member’s property;
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to an OC Riptide Coach, Board Member, or other Safesport Officer
- Write a letter or email to OC Riptide Coaches, Board Members, or Safesport Officer (safesport@ocriptideaquatics.org)

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

### **HOW WE HANDLE BULLYING**

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

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

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

#### FINDING OUT WHAT HAPPENED

First, we get the facts.

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

Then, we determine if it's bullying.

Here are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

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

### SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied

- Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
- Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out.
- Develop a game plan. Maintain open communication between OC Riptide and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### ADDRESS BULLYING BEHAVIOR

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
- Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.

For example, the child can:

- Write a letter apologizing to the athlete who was bullied.
- Do a good deed for the person who was bullied, for OC Riptide, or for others in your community.
- Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
- Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- Conflict resolution and peer mediation doesn't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to

- Understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

### ***SUPPORT BYSTANDERS WHO WITNESS BULLYING***

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied;
- Tell a trusted adult your parent, coach, or club board member;-
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## Appendix 6: Minor Athlete Abuse Prevention Program (MAAPP2.0)

### 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).

**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 and social media.

**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:** Activities 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 4 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 involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**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.

**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.

### **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 than the Minor Athlete.

**Dual Relationship Exception:** An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

### **ONE-ON-ONE INTERACTIONS**

#### **I. Observable and Interruptible**

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except: a. In emergency circumstances; b. When a Dual Relationship exists; and/or c. When the Close-In-Age Exception applies.

### **MEETINGS AND INDIVIDUAL TRAINING SESSIONS**

#### **I. Meetings**

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

#### **II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers**

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of USA Swimming 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. USA Swimming is notified that the licensed mental health care professional and or



health care provider will be meeting with a Minor Athlete; and  
e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

### 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 USA Swimming, which can be withdrawn at any time.

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

## 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 must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

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 USA Swimming or by an Adult Participant subject to this Policy. USA Swimming must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

### IV. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

## V. Prohibited Electronic Communication

- 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

### 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 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 must be USA Swimming non-athlete members of USA Swimming.
- D. Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

### II. Lodging

- a. An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- 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 hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

### III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all InProgram 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.

## **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

USA Swimming 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 USA Swimming.

### IV. Use of Recording Devices

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

### V. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body

exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

## VI. Showers

- 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. USA Swimming must abide by such a request.

## VII. Monitoring

USA Swimming 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. Parents/legal guardians in Locker Rooms or Changing Areas

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

## **MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES**

### I. General Requirement

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

### II. Additional Minor Athlete Requirements

- 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. 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 7: Masters Etiquette Guidelines

### Swimming With Orange County Riptide Masters

Our pool is often filled to capacity, with swimmers ranging in ability and experience. Follow these guidelines to avoid conflict and ensure everyone has a safe and enjoyable swimming experience.

**1. Lane designations.** Always try to swim with swimmers of a comparable speed. We usually have two lanes each designated as slower, medium, and fast. These are relative terms. Ask the coach or other swimmers if you are unsure which lane to join. The coach may reshuffle lane assignments after warm-up, depending on how crowded the lanes are. Arrive before the warmup ends so that the coach can reorganize the lanes and start the workout on time.

**2. Joining a workout.** After a short warm-up period, the coach will begin explaining the workout. Be quiet and listen to the coach's instructions so that you and your teammates will understand the upcoming set. Then quietly discuss how to implement that set in your lane so that the coach can be heard by adjoining lanes.

Please be on time. If there is a workout set already in progress when you arrive, it is the coach's discretion to determine if you may join the workout or not. Please respect the coach's decision. Enter the pool safely and join the set in progress. If you arrive early before the prior workout has completed, ask the coach for permission before entering the pool during that workout.

**3. Entering the pool.** Please wait until the lifeguard or coach gives permission to enter the pool. Never dive into the pool; always enter feet first. If a swimmer is at the flags approaching the wall, wait on deck before entering the pool. Before jumping in behind another swimmer, wait until they have moved past the flags. Do not assume they have seen you.

**4. Swimming pattern.** Because we typically have three or more swimmers in a lane, we must circle swim, which is done in a counterclockwise direction. If there are two swimmers per lane, especially if they are of different speeds, the coach may suggest that they split the lane so that each person swims up and back on one pre-determined side.

When circle swimming, push off the wall 5 seconds after the prior swimmer. **Do not swim closely to the person in front of you** as it may interfere or hinder their flip turns. When there are only two or three swimmers in a lane, and the workout consists of shorter swims (200 yards or less), you can push off the wall 10 seconds after the prior swimmer. If you are catching up to the person in front of you and able to tap their feet, discuss changing positions with them or allow more time before pushing off the wall (if your lane is not too crowded).

Push off underwater. This will reduce the waves encountered by oncoming swimmers (and give you more distance off your start).

Whenever a swimmer is circle swimming behind you in the lane, be sure to execute your turn by crossing to the left side of the lane so your feet push off between the cross and the left lane line. Otherwise you push off partly in the lane of the swimmer coming up after you, compromising safety and taking up their space to come into the wall for a good turn. If the swimmer behind is too fast, ask them to give you more space at the start, or switch places with them.

**5. Speed.** Slower swimmers must yield to faster swimmers. Faster swimmers should lead the lane, but must confer with lane mates about specific send-off intervals. Do this at each practice because send-off intervals may differ at each practice and with different lane-mates.

The coach often varies the speed (e.g., fast, moderate, smooth) and the rest intervals to accomplish different goals (e.g., aerobic or anaerobic conditioning). Follow the coach's instructions; don't just race through each set at the same pace. If you are leading your lane, wait for the appropriate interval to begin swimming.

**6. Passing.** Do not pass. The lanes are too narrow. If you are being overtaken, stop at a turn on the wall only (by staying to the right of the lane), and continue 5 seconds after the other swimmer has pushed off in front of you.

**7. Standing at the wall.** Stay out of the way of swimmers coming to the wall and pushing off the wall for the next interval. Swimmers come off the wall with a lot of momentum, and should finish into the wall with a lot of momentum. Talk with your lane-mates to organize yourselves during sets so that swimmers finish into the wall and then move to the center of the lane. This allows each swimmer to come into the wall with a strong finish and also avoid those coming off the wall for the next swim.

Do not stand in the lane except at the wall in the right corner facing the coach. Always finish swimming to the wall, turn at the wall, and push off from the wall, unless a set is specified otherwise by a coach.

When standing, do not block other swimmers' ability to see the clocks.

If you need to rest, wait in the corner to the right of the lane, facing the coach, and rejoin the set only after the other swimmers in your lane have pushed off the wall a second time (i.e., after they have completed 50 yards).

Be respectful of swimmers attending the next workout session by leaving the pool when your workout is over. Save discussions for the deck or the locker rooms.

**8. General Courtesies.** Be aware of what is going on in your lane to help make everyone's experience enjoyable and safe. Welcome new swimmers. Try not to kick or swing your arms into another lane, especially if using paddles. Keep your toenails and fingernails trimmed, and do not wear fragrances in the pool.

**If you have questions or concerns, talk with the coach on deck.**

## Appendix 8: Resources

**USA Swimming:** [www.usaswimming.org](http://www.usaswimming.org)

Excellent resource for parents and swimmers passionate about the sport.

**Time search at USA Swimming:**

<http://usaswimming.org/DesktopDefault.aspx?TabId=1470&Alias=Rainbow&Lang=en>

This link allows you to do a query into the USA Swimming database of results on your USA Swimmer times

**Southern California Swimming:** [www.socalswim.org](http://www.socalswim.org)

All Southern California Swimming news, upcoming meets, results, rules and forms are available on this site.

**SCS Time Standards:** [www.socalswim.org/TimeStandards/](http://www.socalswim.org/TimeStandards/)

This link provides the time standards for White, Red, & Blue times, Invite Times, Junior Olympic Times and other times.

**Competitive Aquatic Supply (CAS) Swim Shop:** [www.casswimshop.com](http://www.casswimshop.com) (team code: RIPT)

15661 Container Lane, Huntington Beach, CA 92649

(800) 421- 5192

M-F: 9am-5pm

SAT: 10am-2pm

**Website:** [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org)

**General questions:** [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org)

**Meet questions:** [meetentries@ocriptideaquatics.org](mailto:meetentries@ocriptideaquatics.org)

**Billing questions:** [swimtreasurer@ocriptideaquatics.org](mailto:swimtreasurer@ocriptideaquatics.org)

**SafeSport questions:** [safesport@ocriptideaquatics.org](mailto:safesport@ocriptideaquatics.org)

**Phone number:** (657) 206-5502