



SAFE SPORT POLICIES GUIDELINES

Athlete Code of Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- 1.) I will respect and show courtesy to my teammates and coaches at all times.
- 2.) I will demonstrate good sportsmanship at all practices and meets.
- 3.) I will set a good example of behavior and work ethic for my younger teammates.
- 4.) I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- 5.) I will attend all team meetings and training sessions, unless I am excused by my coach.
- 6.) I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- 7.) I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- 8.) If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- 9.) I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Parent Code of Conduct

1. Practice teamwork with all parents, swimmers and coaches.
2. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands or any other area) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting oneself in a matter that earns the respect of your child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know your role.
 - a. Swimmers - Swim
 - b. Coaches - Coach
 - c. Officials - Officiate
 - d. Parents - Parent
5. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic. Only those parents willing to show respect for their fellow members of our community belong to Santa Barbara Swim Club. Members who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the team for particularly serious or repeated disregard of this critically important principle.
6. Enjoy involvement with Santa Barbara Swim Club by supporting the swimmers, coaches and other parents with positive communication and actions.
7. During competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address USA Swimming Officials via the coaching staff ONLY.



To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with these codes of conduct may result in suspension or dismissal from Santa Barbara Swim Club.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Anti-Bullying Policy

Purpose

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

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

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

What is Bullying?

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

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or



- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

Reporting Procedure

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

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

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

How We Handle Bullying

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

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

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

Finding Out What Happened

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.



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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
 - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she is bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.



- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else

Concussion Information

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete returns to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.



Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

Signs Observed by Coaches, Officials, Parents, or Guardians

Appears dazed, stunned or confused.

Unsure about event, location or name of meet.

Moves clumsily.

Answers questions slowly.

Loses consciousness (even briefly).

Shows behavior or personality changes - irritability, sadness, nervousness, emotional.

Can't recall events before or after incident.

Symptoms Reported by Athlete

Any headache or "pressure" in the head - how badly it hurts does not matter.

Nausea or vomiting.

Balance problems or dizziness.

Double or blurry vision.

Sensitivity to light and/or noise.

Feeling sluggish, hazy, foggy or groggy.

Concentration or memory problems.

Confusion.

Does not "feel right."

Trouble falling asleep.

Sleeping more or less than usual.

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season...or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

No athlete should return to activity on the same day he/she gets a concussion.

No athlete may return to training, regardless of sport, until he/she is cleared by a healthcare professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms...in case an athlete returns with a note and then during the practice complains of a headache or other symptoms.



Parents and coaches should never pressure any athlete to return to play.

The Dangers of Returning Too Soon

Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified healthcare professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

Returning to Daily Activities

- 1.) Be sure your child gets plenty of rest and enough sleep at night - no late nights. Keep the same bedtime weekdays and weekends.
- 2.) Encourage daytime naps or rest breaks when your child feels tired or worn-out.
- 3.) Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
- 4.) Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
- 5.) Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

- 1.) Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
- 2.) Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a.) Increased problems paying attention.
 - b.) Increased problems remembering or learning new information.
 - c.) Longer time needed to complete tasks or assignments.
 - d.) Greater irritability and decreased ability to cope with stress.
 - e.) Symptoms worsen (headache, tiredness) when doing schoolwork.
- 3.) Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.



4.) If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

Returning to the Pool

- 1.) Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
- 2.) Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
- 3.) Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
- 4.) Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

Resources:

Centers for Disease Control and Prevention: www.cdc.gov/Concussion

Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012.

<http://bjsm.bmj.com/content/47/5/250.full>

ODH Violence and Injury Prevention Program - www.healthyohioprogram.org/concussion

National Federation of State High School Associations - www.nfhs.org

Locker Rooms and Changing Areas

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the Locker Rooms and Changing Areas section of the policy.

Locker rooms and changing areas are private and enclosed spaces in which abuse can occur. To prevent abuse of minor athletes in these private areas, this section of the MAAPP is intended to keep Applicable Adults from being present in a locker room or changing area at the same time as minor athletes.

Prior to MAAPP, a team locker room policy has been a strongly recommended best practice. This section of MAAPP is very closely aligned with USA Swimming rules, Model Policy on Locker Rooms and published Best Practice Guidelines. Now, rather than recommended practices, this is a USA Swimming requirement. Please note that Adult Athletes are Applicable Adults. It is important for adult athletes to carefully read and understand their responsibilities under this section. Please read every point carefully to avoid confusion.

Frequently Asked Questions



Q: What does the word “expose” mean in Section III?

A: Expose means a purposeful showing of private parts or being bare skinned for an abnormal amount of time while changing. Adult athletes should be thoughtful to turn their bodies away and shield their private parts from minor athletes while changing.

Q: Does this policy only apply to locker rooms at competitions?

A: No. MAAPP applies to any and all locker rooms or changing areas used by Applicable Adults and minor athletes in connection to USA Swimming activities such as practice, competition, camps, etc.

Q: Does this policy mean that athletes over the age of 18 cannot share a locker room or changing area with teammates under the age of 18?

A: No. Unrelated Applicable Adults must not be alone with a minor athlete in a locker room or changing area except for athletes on the same team and athletes attending the same competition.

Q: Can U.S. Masters Swimming (“USMS”) members use a locker room at the same time as minor athletes?

A: An unrelated Applicable Adult must not be alone with a minor athlete in a locker room or changing area. If a USMS swimmer meets the definition of an Applicable Adult, then the Applicable Adult must not be alone with a minor athlete in a locker room or changing area. MAAPP would not prohibit an Applicable Adult, or

Applicable Adult(s) from sharing a locker room or changing area with minor athletes so long as the Applicable Adult is not alone in the locker room or changing area with a minor athlete.

Q: Can an athlete deck change?

A: NO. Deck changing is prohibited under USA Swimming rules and by MAAPP.

UPDATED QUESTIONS (June 13, 2019)

Q: If the club or LSC is using a public facility, how can the club or LSC ensure compliance with this section of MAAPP?

A: MAAPP only applies to Applicable Adults and does not extend to the general public. Only Applicable Adults are required to adhere to MAAPP.

Q: If two teams use the same practice facility, can the adult athletes from one team share a locker room or changing area with minor athletes from another team?

A: Yes. Athletes from two teams sharing a practice facility would be treated similarly to athletes on the same team.

Santa Barbara Swim Club Facility Guidelines

1. Los Banos – During practice, only athletes may enter the changing and shower areas. Adults are limited to restroom areas only.
2. UCSB - TBD



Gender Diverse Minor Athletes

DEFINITIONS (taken from transequality.org)

Transgender: a broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born

Gender identity: a person's internal knowledge of their gender

Gender expression: how a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice or body characteristic

Sex: The classification of a person as male or female based on what our bodies look like at birth.

Gender Diverse: equitable or fair representation between genders, most commonly the ratio of men and women and may also include non-binary gender categories.

RECOMMENDED POLICY FOR PARTICIPATION

A minor transgender athlete member of a swim club should be allowed to participate in accordance with his/her/their gender identity, irrespective of the sex listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical procedure.

This means an athlete who is biologically female but identifies as a boy/man should be allowed to participate in men's events and an athlete who is biologically male but identifies as a girl/woman should be allowed to participate in women's events.

RECOMMENDED PRACTICES FOR CLUBS AND MEETS

1. When a current minor member athlete transitions and wishes to compete in his/her/their gender identity, the athlete or his/her/their designee should request a change of the athlete's gender in SWIMS by contacting Diversity & Inclusion staff at USA Swimming at inclusion@usaswimming.org. Once this process is completed, the athlete will be able to be entered and compete in events that match his/her/ their gender identity.
2. At all times, teammates, coaches, and all others should respect the confidentiality of an athlete. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parent or another designee.
3. In all cases, teammates, coaches, and all others should refer to an athlete by the name and pronoun they go by.
4. An athlete should be able to use the locker rooms, changing facility, and restroom that is consistent with his/her/their gender identity. When requested and/or where available, an athlete should be provided access to a gender-neutral bathroom or changing facility (i.e., family restroom, gender neutral bathroom).
5. When overnight travel is involved, an athlete should be assigned to share a hotel room based on his/her/their gender identity. An athlete who requests extra privacy should be accommodated whenever possible.
6. An athlete should be permitted to dress consistently with his/her/their gender identity, including warm-ups and team gear.



7. Per USA Swimming's Rule Book in article 102.8.1 B "In swimming competitions, the swimmer must wear only one swimsuit in one or two pieces, except as provided in 205.10.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee" Any athlete requesting a deviation from this policy must submit a swimsuit waiver to the Chair of Rules and Regulations Committee. The current Chair is Clark Hammond (ruleregs@gmail.com). No exemption to the swimsuit rule will be made that gives a swimmer a competitive advantage (i.e. tech suits). It is important for all members to be aware of relevant state laws with regards to appropriate coverage.
8. Meet Directors and Club Leadership should identify and publicize available gender-neutral bathroom and changing room options at the host facility for meets and practice. Where possible, include information about availability and location of gender-neutral facilities in meet information and on the club's website.
9. Meet Directors and Club Leadership should be aware of and abide by the relevant state and local laws and the rules of the host facility for meets and practice.
10. Clubs should provide training to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics should include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying. Contact USA Swimming Diversity & Inclusion staff for training program recommendations. The US Center for Safe Sport and USA Swimming prohibit discrimination against any member or participant on the basis of gender, sexual orientation, gender expression and gender identity is prohibited (304.3.3). In the event that a question should arise about whether an athlete's request to participate in a manner consistent with his/her/their gender identity is bonafide, USA Swimming will refer to the Code of Conduct and follow its standard procedures of enforcement.

ADDITIONAL RESOURCES

Trans*Athlete: a resource for students, athletes, coaches, and administrators to find information about transgender inclusion in athletics at various levels of play.

www.transathlete.com

NCAA Inclusion of Transgender Student-Athletes:

<http://www.ncaa.org/about/resources/inclusion/lesbian-gay-bisexual-transgender-and-questioning-lgbtq>

National Center for Transgender Equality:

<https://transequality.org/>

GLAAD Reference Guide (updated 2016):

<https://www.glaad.org/reference>

Safe Sport Best Practices



The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.