

# *RED FOX AQUATIC CLUB*



## **General Information & Policies and Procedures**



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**Note:** Some abbreviations will be used throughout this text to shorten typing. The following are abbreviated:

- Red Fox Aquatic Club– RFAC
- Learn to Swim – LTS
- USA Swimming – USA

## **Section I: Club Overview**

### **Mission Statement:**

#### Red Fox Aquatic Club Philosophy

#### Mission Statement

1. To help each individual swimmer realize his or her potential to its fullest. The human qualities of self-motivation and self-discipline are emphasized to achieve this goal.
2. To give the swimmer a basic understanding of human anatomy and principles that create human motion. It is not enough to know "how" a skill is performed, but "why" it is performed.
3. And finally, to introduce the individual to the stresses of competitive athletics and their effects on life.

### **Vision Statement:**

#### Red Fox Aquatic Club Vision Statement

The paradigm of the RED FOX AQUATIC CLUB is always MIND – BODY – SPIRIT. Our vision is to provide an effective means for our members to realize their full potential in the sport of competitive swimming while instilling the values of sportsmanship, discipline, and focus on individual and team goal achievement.

### **Ideals:**

The Red Fox Aquatic Club is the most successful competitive swimming program in the Hudson Valley. Our purpose is to promote competitive age-group and senior swimming and to foster good sportsmanship amongst swimmers, parents and coaches.

### **Core Values & Principals:**

- \*To treat all members equally; without bias towards race, gender, nationality or ethnicity.
- \*To provide a safe, fun environment for all members to train, compete and socially interact with parents, coaches and peers.
- \*To provide each athlete the opportunity to strive to reach his/her potential in the sport of competitive swimming.
- \*To provide the latest/updated training techniques, methodologies and injury prevention techniques to all club members.
- \*To maintain integrity in all business practices and follow all state, federal and USA better business practices.

## **Section II: Swim Programs**

Red Fox Aquatic Club membership is separated by the following progressive training groups.

**SENIOR SQUAD (Level 1)** - 6 days - Monday thru Friday - 4:30 to 7:00 PM. Saturday morning.

Ages 12 to 21 - Practices include flexibility, cardiovascular, muscle strength and mental training programs.

**AGE-GROUP SQUAD** - 5 days - Monday thru Friday – Two separate training levels offered.

**(LEVEL II)** - 5 days - Monday thru Friday - 5:30 to 7:00 PM

Ages 8 to 13 - Children required to have cardiovascular training experience.

**(LEVEL III)** - 5 days - Monday thru Friday - 4:30 to 5:30 PM

Ages 8 to 13 - Children required to swim all 4 competitive strokes.

**JUNIOR SQUAD** Two separate training levels offered

**(LEVEL IV)** Ages 5 to 12 - 3 days - Monday Wednesday Friday - 4:30 to 5:30 PM Children required to swim 25 yds. on front and back.

**(LEVEL V)** Ages 5 to 12 - 2 days - Tuesday Thursday - 4:30 to 5:30 PM Children required to swim 15 yds. on front

**COMPETITIONS:** As a member club of United States Swimming we provide a meet schedule conducive to the needs of the individual swimmer that will include dual meets, league championships, and competitions ranging from the Metropolitan Junior Olympics to the U.S. National Championship.

**MEMBERSHIP DUES:** The fee structure is determined by the Director of Swimming and tiered to accommodate multiple children from each family. Additional expenses will include USS registration, team equipment costs and a Meet Entry Account.

## **Communications:**

- **Board of Directors-** Red Fox Aquatic Club is advised by a board of directors who are elected by the club membership, and who are responsible for advising club polices and establishing guidelines. See Appendix A for a list of current board members, any of whom can answer any questions you have.
- **Coaches-** The head coach and assistant coaches are always glad to discuss your swimmers progress, meets, or any concerns you may have. We ask that you wait until after practice to talk to the coaches so they can concentrate on practice.

## **Section II: Parent Commitment:**

Part of the responsibility of each member family is to commit to following the policies set forth by the club staff. The following statements represent the expectations we have of our member family

- Responsibility for helping swimmers achieves an 80% attendance commitment for age -group squad and a 100% attendance rate for senior squad members.
- Responsibility for helping swimmers attends all scheduled team competitions. Remember that competitions are simply an extension of the training program.
- Responsibility for communicating with the coaching staff regarding all family commitments that affect practice or competition schedule.
- Responsibility for communicating with the coaching staff all physical or psychological concerns affecting the effort level of the swimmer.
- Responsibility for the organization and execution of the duties of the club as determined by the Director of Swimming.
- Responsibility for direct involvement in all fund raising activities as determined by the Club officers. A family member is required to work at each session of the Red Fox Aquatic Club Invitationals in which your child is entered.

## **Section III: Swim Practice Guidelines:**

### **DO'S AND DON'TS**

- Please have your child arrive ten minutes prior to all scheduled practices or warm-up sessions for team competition.
- Please have your child picked-up immediately following all scheduled practices or competitions.
- All junior and age-group swimmers **MUST** be supervised while present in the McCann Center prior to and following all scheduled practices.

- All children not attending a practice **MUST** remain in the mezzanine/spectator area or front lobby.
- **DO NOT** leave your car unattended in the circle in front of the McCann Center. This area is designated as a tow-away fire zone.
- **DO NOT** lean over the rail of the spectator area during practice sessions.
- **DO NOT** distract swimmers or coaches from the spectator area with conversation or hand signals.
- **DO NOT** at any time walk onto the pool deck during practice sessions or competitions.
- **DO NOT** attempt to offer coaching advice to swimmers or coaches at any time. Remember your role as a parent is to support both swimmer and coach.
- **DO NOT** in any way interfere with the efforts of the coaching staff regarding the teaching or conditioning of athletes.
- Please converse with a member of the coaching staff concerning your child's progress prior to or following the practice session.
- **DO NOT** attempt to place your performance expectations on your child's swimming experience.
- All questions concerning the operation or policies of the Red Fox Aquatic Club should be directed to the Marist College Director of Swimming.

### Section III: Swim Practice Location:

Red Fox Aquatic Club uses the James J. McCann Natatorium at Marist College. Use the Marist South Gate entrance for easiest access to the pool.



From Northern New York:

Take the New York State Thruway South to Exit 18 (New Paltz). Take Route 299 East to Route 9W South; continue on 9W to Route 44-55 (Mid-Hudson Bridge) Poughkeepsie. Make the first right off the bridge and immediately follow signs for Route 9 North, Hyde Park. Marist College is located approximately 1-1.5 miles north on the left side of Route 9.

From New Jersey and Points South:

Take the New Jersey Turnpike to the Garden State Parkway North to the New York State Thruway. Take the Thruway North to Exit 17 (Newburgh). Take I-84 East to exit 13 (Route 9 North). Marist College is located approximately 15 miles north on the left side of Route 9.

From New York City:

Take the Hutchinson River Parkway to 684 North to I-84. Take I-84 West to exit 13 (Route 9). Marist College is located approximately 15 miles north on the left side of Route 9.

From Long Island:

From the Whitestone and Throggs Neck Bridges, take the Hutchinson River Parkway North to I-684; continue onto I-84 West to exit 13 (Route 9 North). Marist College is located approximately 15 miles north on the left side of Route 9.

### ***Pool and Locker Regulations***

1. No swimmer shall enter the water at practice until a coach and lifeguard are present. Failure to observe this rule could cause immediate dismissal from the team.
2. Swimmers are permitted in the locker room and pool areas only. No other place in the McCann Center is permitted; this includes the hallways other than those to and from the pool.
3. No swimmer shall arrive at the McCann Center more than 15 minutes before the scheduled time for practice. On Learn to Swim evenings, no swimmer will be allowed in the pool area 5 minutes before practice starts.
4. No glass bottles are to be taken into the pool area or shower area. Shampoo should be in plastic containers.
5. No horseplay, running, littering, or destruction of property.

Any swimmer misbehaving may be prohibited from participating in that evening's practice by the coach and the swimmer's parents will be notified. Continued misbehavior will be reported to the Director of Swimming for further disciplinary action. Non-adherence to these rules could result in the dismissal of the swimmer from the team.

## **Section IV: Swim Meets:**

### ***Team Meets***

The Head Coach will determine which meets the swim team will attend and which events each swimmer will enter. It is strongly encouraged that all swimmers enter these meets. The more swimmers that attend, the more fun it is for all. Descriptions of these meets may be found on the Red Fox Aquatic Club website ([www.redfoxaquaticclub.com](http://www.redfoxaquaticclub.com)).

## ***Red Fox Aquatic Club Meet Absentee Policy***

Our meet schedule contains approximately two meets per month.

Each swimmer is expected to participate in ALL scheduled meets.

Your child will automatically be signed up for ALL scheduled meets.

If for some reason your child will be unable to attend a scheduled meet, an e-mail MUST be sent to [RedFoxAquatics@hotmail.com](mailto:RedFoxAquatics@hotmail.com) by the "Scratch Deadline" that is posted next to the meet information on the "[Entries/Results](#)" page.

Simply telling the coach is not good enough ... an e-mail MUST be sent. It is not realistic to expect our coaches to remember who is not swimming any particular meet. The Administrative Chairperson, has volunteered to keep track of all the scratches.

Please include the Swimmers name and the name of the meet NOT attending.

Failure to follow this procedure will incur a charge to your child's "Meet Kitty".

### ***Transportation***

- Parents are responsible for getting their swimmers to the meets by warm-ups via carpooling or their own transportation.

### ***Conduct***

- Same as at practice.
- Stay in designated area for the team. NO horseplay or running around.
- Follow any additional rules established by the host club (these rules are usually in the meet program.)

### ***Club Hosted Meets***

***As part of our parent commitment guidelines, each family is expected to contribute their time in order to successfully host a meet. That commitment involves signing up for various meet related job functions. Typical jobs are listed below***

Timer One per lane to time each race using stopwatch.  
Time is used as back-up to automatic timing system so no pressure.

Security Monitor entrances to pool deck.

Meet Marshall This person needs to be registered with USA Swimming. Maintain safety on deck during warmups and meet.

Runner Quickly distribute heat sheets and meet results to coaches and officials on pool deck from upstairs office.



Awards Apply printed labels to award ribbons and file

Seeding Help line up swimmers on deck before their event to keep meet running quickly.

Computer Console (on deck) Need to be trained over time. Please ask if interested. Monitor finish of race, store race, and transfer data to upstairs computer.

Computer (Upstairs) Need to be trained over time. Please ask if interested.  
Overall management of meet data.

Officials Need to be trained over time. Please ask if interested. Various meet officiating responsibilities.

Admissions Sell meet programs and collect admission fees from spectators.

Announcer Announce meet results and other meet related information

50/50 Seller Sell 50/50 raffle tickets

## **Section V: Club Policies:**

The policies adopted by our club represent the equitable treatment of all of our members as well as abiding by the overriding principle set for by USA Swimming that USA Swimming is committed to fostering a fun, healthy and safe environment for all of its members. For that reason, we have in place the following policies. They are intended to serve our members as we work together to maintain this environment. A copy of all of our policies may be viewed on our website; [redfoxaquaticclub.com](http://redfoxaquaticclub.com) under the club policies tab.

### **Section V.1: Code of Conduct and Mandatory Reporting Policy**

**The Red Fox Aquatic Club supports the USA Swimming belief that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person.**

**Protecting our young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization.**

**Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.**

## **ARTICLE 304**

### **CODE OF CONDUCT (EXCERPTED FROM 2013 USA SWIMMING RULEBOOK)**

#### **304.1**

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

#### **304.2**

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

#### **304.3**

The following shall be considered violations of the USA Swimming Code of Conduct:

- .1 Violation of the right to compete provisions set forth in Article 301.
- .2 Violation of the anti-doping provisions set forth in 303.3.
- .3 Discrimination in violation of any part of the USA Swimming Rules and Regulations or the Amateur Sports Act which requires that USA Swimming must provide: "an equal opportunity to amateur athletes; coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, gender, or national origin."
- .4 Violation of any of the Athlete Protection Policies set forth in Article 305
- .5 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306.
- .6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or sub-stances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.
- .7 Bullying is prohibited. For the purposes of the Code of Conduct, the term "Bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming

members (“Members”) of an 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). Allegations of Bullying of an athlete by a coach shall be investigated under 304.3.13.

.8 A Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).

B Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

.9 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.10 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.11 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.12 The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.13 Abuse

A Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. “Physical abuse” is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.

B Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.

.14 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.15 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.16 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.17 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.18 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

## **ARTICLE 306 SEXUAL MISCONDUCT REPORTING REQUIREMENTS**

**306.1** It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

**306.2** No member shall retaliate against any individual who has made a good faith report under 306.1.

**306.3** Filing a knowingly false allegation of sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

**306.4** Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

## **Section V.2: Anti-Bullying Plan**

### **Action Plan of the Red Fox Aquatic Club to Address Bullying**

#### **PURPOSE**

Bullying of any kind is unacceptable at Red Fox Aquatic 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 Red Fox Aquatic 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 cyber bullying. Collect all available information.

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

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

### ***SUPPORTING THE KIDS INVOLVED***

#### **3. Support the kids who are being bullied**

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

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

#### **4. Address bullying behavior**

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

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

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention

on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”

- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## **Section V.3: Electronic Communication Policy**

### **PURPOSE**

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

### **GENERAL CONTENT**

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

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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



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

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

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

## **FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES**

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

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

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

## **TWITTER**

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

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

## **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

## **EMAIL**

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

## **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## **Section V.4: Team Travel Policy**

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

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

### **Section 1 - USA Swimming Required Policies**

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

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

### **Section 2 – Additional Red Fox Aquatic Club Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

## **Section VI: Membership**

### ***Membership Requirements***

1. Swimmers may try out for the Club at any time during the year unless the membership quota is full as determined by the Director of Swimming. In this event, the swimmer's name shall be kept on a waiting list and he/she shall be entitled to try out when there is an opening.
2. New prospective swimmers are entitled to a two-week practice at no charge. Registration forms and payment must be made up front. After two- weeks the payment will either be deposited or returned if the swimmer decides not to continue. A parent or guardian of a prospective member must be present during these practices.
3. To be eligible for membership, swimmers must be in good standing with their school and community.
4. To be eligible for membership, swimmers must first try out with the Head Coach. The Head Coach shall evaluate the swimmer's degree of proficiency and safety in the water, and their readiness for the club's current competitive training program before approving the child for membership.
5. Attend practice each week and participate in recommended meets per session. ALL swimmers are encouraged to participate in practices on a regular basis.
6. Members of the Red Fox Aquatic Club's competitive programs are required to join USA swimming.

## ***Membership Termination***

1. Members wishing to terminate their membership during the swimming season (Sept – May) must notify the Membership Chairperson in writing. Members will be responsible for all dues and entry fee payments for every day prior to receiving written notification of membership termination.
2. Membership may be terminated by the Director of Swimming with written notification for the following reasons:

- **Nonpayment of dues.** The Membership Chairperson of pending action must notify members if dues are in arrears. In the event that dues remain unpaid, the member will be notified in writing of automatic termination.

Membership privileges will be suspended until dues are brought up-to-date. This includes swimming in meets as well as attendance at all swim functions. Special hardship circumstances may be brought to the attention of the Board for consideration. The Board shall inform the member of any decision regarding their circumstances.

- **Nonpayment of meet entry and/or insurance fees.** The Membership Chairperson of pending action must notify members if fees are in arrears. In the event that the fees remain unpaid, the member will be notified in writing of automatic termination. Membership privileges will be suspended until fees are brought up-to-date. This includes swimming in meets as well as attendance at all swim functions, including practices.
- **Discipline.** A member is entitled to a hearing. Any decision of the Director of Swimming must be sent in writing to terminate membership.
- **Swimmer Eligibility-** Lack of participation shall be reviewed by the Director of Swimming and Head Coach before determination.

## ***Membership Roster***

1. The Membership roster will be maintained through the Team Administration portion of our Team Unify software.

## **Section VII: Disciplinary Procedures**

### ***Coaches Responsibilities***

1. The Coaches have primary responsibility for the instruction, guidance, and discipline of all swimmers during practices including locker rooms.
2. The Coaches shall be responsible for the guidance and discipline of all swimmers at poolside during a meet.

### ***Coaches' Guidelines of Discipline***

1. Verbal correction
2. Removal from pool or part of practice at which time additional dry land conditioning may be requested by the coach.

3. Continued misbehavior may result in the swimmer being suspended from practice for the night and parents will be notified.
4. Swimmers continuing to misbehave will be remanded to the Board of Directors for further disciplinary action, which could include removal from the team.
5. The Board shall be available to hear an appeal by a swimmer or parent for discipline action taken that falls into dispute. In cases of disciplinary action under arbitration, the Board's decision shall be final.

## **Section VIII: Accidents and Insurance Coverage**

1. A copy of the insurance coverage is available from the Director of Swimming.
2. Accidents – A first aid kit will be available at all practices. The kit is under the supervision of the coaches
3. In cases of an injury, notify the Coach and in conjunction with him/her, determine the extent of the injury. Fill out USA Swimming Accident Form and any required school accident form..
4. Parents will be called to pick child up if necessary.
5. If circumstances permit, parents will be notified to determine preference of hospital or doctor. In cases where the information is not on file and parents cannot be reached, an injured swimmer will be taken to the nearest available hospital.
6. A doctor or an ambulance services will be called when necessary in case of broken bones or serious injury.
7. Parents should obtain a claim form from the secretary of USA swimming in the event of serious injury.

## **Section IX: Responsibilities of Coaches**

1. It is the Director of Swimming's responsibility, to select his/her assistant coach(es)
2. It is each Coach's responsibilities to keep all credentials required by USA Swimming and host pools up-to-date. A copy of these credentials must be given to the club president & membership chairperson prior to the first practice.
3. The assistant coach (es) is responsible to the Head Coach.
4. It is the Head Coach's responsibility to make sure that at least one coach is in attendance at each team meet.
5. The attending coach will collect awards at each team and championship meets and distributes those awards to the swimmers.
6. It is the Head Coach's responsibility to make sure that a certified coach is one deck at each scheduled practice.
7. It is the Head Coach's responsibility to take daily practice attendance and hand in a weekly attendance to the board.

## Section X: Website

The Red Fox Aquatic Club website is redfoxaquaticclub.com. This site is kept up to date and allows club members to meet information, practice schedules, club policies, athlete protection policies, registration forms, meet results, and club records and standards. It is user friendly and interactive.

## Section XI: Fundraising

The Red Fox Aquatic Club has long held a reputation for hosting exceptionally administered USA Invitationals. The Red Fox Aquatic Club annually hosts two such meets that require approximately 25-30 parent workers for each session. Our home meets serve as an extension of the swimming training program and substitute as our major fundraisers.

The following prerequisite to membership in the Red Fox Aquatic Club is posted on our website under Parent Commitments:

- **Responsibility for helping swimmers attend all scheduled team competitions...Remember that competitions are simply an extension of the training program.**
- **Responsibility for direct involvement in all fund raising activities as determined by the Club officers. A family member is required to work at each session of the Red Fox Aquatic Club Invitational in which your child is entered.**

Typically swimmers ages 13-14 and Seniors will swim in all 5 or 6 sessions of our home meets. Parents are responsible to work in each session. When there are sufficient workers available, an effort will be made to limit the number of sessions assigned to 4.

Swimmers ages 9-12 and some 8 year olds will compete in 3 sessions each weekend. Parents should expect to work at each of these 3 sessions.

The majority of 8 and unders swim in 2 sessions each weekend. Parents will have an assigned job for those 2 sessions.

On occasion, a swimmer may be unable to attend a particular session. This does not excuse a parent from his/her work commitment for that session. If a parent does not meet the work commitment, the family account will be charged \$50.00 for each unattended assigned session. Families with more than one child in the program should consider having more than one parent work whenever possible. The club greatly appreciates when both parents from the family work. Any family who chooses not to honor their fundraising commitment, will forfeit their children's eligibility in the club.

The Red Fox Aquatic Club thanks you for your understanding and support of age-group swimming in the Hudson Valley.

## **Appendix A: Board of Directors 2013**

- ❖ President - Martha Boyko
- ❖ Vice-President - Art Boyko
- ❖ Finance Chairperson - Barbara Alpay
- ❖ Administrative Chairperson - Lisa Simpfenderer
- ❖ Program Chairperson - Lisa Simpfenderer