



Hinsdale Swim Club Member Handbook 2025-2026

**You Don't Need to be a Superstar to Join Hinsdale Swim Club ...
Just Ready to Become One!
Hinsdale Swim Club – A Team Where *Every* Swimmer Matters!**

The Hinsdale Swim Club (HSC) is a competitive age group swimming program. HSC offers a program that is designed to address the needs of various levels of swimming ability from beginning to the advanced swimmer.

Mission Statement

To promote mutual understanding and cooperation among parents, coaches and swimmers for the improvement and progress of competitive swimming and to encourage and develop good sportsmanship, individual integrity and team play.

Coaching Philosophy

The goal of the HSC Coaching Staff under the direction of the Head Coach is to provide each athlete with a safe and healthy environment and the opportunity to better develop as an individual competitive swimmer. The values of discipline, commitment, hard work, responsibility, and accountability are stressed, as well as teamwork, sportsmanship, and team loyalty. Positive attitudes, hard work and discipline are expected from everyone.

Because practice is essential to every swimmer's development, all swimmers are encouraged to meet at least the minimum practice requirements of their practice group. It is also stressed that the quality of the time spent at practice is as important as the quantity of time and the effort put forth. The goal of swimmers should be to have their motivation come from within instead of from external sources. All improvements in time, no matter how small, are celebrated.

Role of the Board of Directors

The role of the Board of Directors is to provide support to the coaching staff in running the HSC swim program. The Board facilitates and votes on issues such as budget, team functions, special events and trips. The Board is the liaison with the coaching staff and fills a consultative role in representing the interests of team families. If you are interested in serving, please contact either the Head Coach or a Board Member.

Practice Group Descriptions

Practice Group standards and requirements are detailed in Appendix A and accessible on the website. They are guidelines and are subjective in nature. **Decisions regarding movement between groups are made at the discretion of the HSC Coaching Staff.** In addition to swimmers achieving the standards and requirements listed, coaches need to be confident the swimmer will be successful in the next group, before they will be moved. The HSC Coaching Staff moves swimmers to different practice groups twice a year,

typically after the short-course season in March and after the long-course season in August. However, there can be situations when the HSC staff believes a swimmer needs to move mid-season for the best possible training experience. The Coaching Staff is constantly monitoring swimmers to ensure they get the appropriate type of instruction, direction, and motivation for success. If you have any questions or concerns, please contact your swimmer's Lead Coach.

Here are some things the HSC Staff will consider when moving a swimmer to a new practice group:

- Space within the practice group – to prevent overcrowding
- Age of the swimmer – there is a maturity level required of certain practice groups in order for the athlete to have a successful training and social experience
- Can the swimmer handle the practice time and extra work in the new group?
- Attendance
- Practice habits and behavior
- Meet attendance and confidence

Bronze (10 years old and under) – The focus of our Bronze Team group will be teaching new swimmers the skills and strokes required to participate in HSC's Silver group. Swimmers must be able to swim 25 yards of freestyle and backstroke without stopping, maintain a streamline and complete diving progression. Coaches will be introducing new swimmers to basic drills and stroke fundamentals necessary for developing legal strokes. Coaches will also be encouraging safe and appropriate behavior in the pool and around the pool deck. **Swimmers are encouraged to attend at least 3 practices per week and it is recommended swimmers attend all home swim meets.**

Silver (10 years old and under) – Our introductory group to USA Swimming for 10 & Under. Swimmers must be able to swim a legal 25 yards of freestyle, backstroke, breaststroke and butterfly. The focus of our Silver group is building correct stroke technique, learning starts and turns, and introducing swim meet procedures. Coaches will be encouraging correct drill technique, while reinforcing past stroke drills and teaching new drills. Swimmers should expect to learn the basics of breaststroke and butterfly as well as participate in competition. **Swimmers are encouraged to attend at least 4 practices per week and are encouraged to compete in at least 2 away meets during the year and attend all home meets.**

Gold (10 years old and under) - Our developmental group for age group swimmers ready with more advanced skills and a moderate level of competition. Swimmers must be able to complete a legal 100IM with legal turns, 50 yards of legal fly, back, breast and freestyle. Swimmers should have an advanced knowledge of all stroke drills. The goal for these swimmers is continued development of all strokes and skills as well as making first BB qualifying times. **Swimmers are encouraged to attend at least 4-5 practices per week and compete in 3-4 away meets during both the short- and long-course seasons, as directed by the HSC Coaching Staff and attend all home meets.**

Platinum (ages 8-10) – Our highest developmental group for age group swimmers is comprised of elementary school aged swimmers. Swimmers must be able to complete a legal 200IM, a legal 100 of each of the 4 strokes, including turns. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. Swimmers in this group must have at least one Regional qualifying time (and more, depending on their age.) The goal for these swimmers is to achieve Regional at State Championship Time Qualifications. **Swimmers are expected to attend at least 70% of practices and attend a minimum of 5 regular season meets during the short course season and 3 regular season meets during the long-course season.**

Squad 3 (ages 11-12) - This group focuses on the continued development of our competitive age group swimmers. Composed of both middle school and elementary school aged swimmers, in this group athletes will continue to develop strokes and skills, as well as continue to strengthen endurance and fitness. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. The goal for these swimmers is to complete a legal 200IM and eliminate all NTs for all 100's and the 200 Free and 200 IM. **Swimmers are expected to attend at least 60% of practices and attend a minimum of 4 regular season**

meets during short course season and 3 regular season meets during the long course season as directed by the HSC Coaching Staff.

Squad 2 (ages 11-12) - This group focuses on the continued development of our competitive age group swimmers. Composed of both middle school and elementary school aged swimmers, in this group athletes will continue to develop strokes and skills, as well as continue to strengthen endurance and fitness. Swimmers will have complete knowledge of stroke drills and a basic knowledge of the pace clock. The goal for these swimmers is to complete a legal 200IM and eliminate NTs for all 100's and 200's (except 200 Fly) as well as achieve BB and Regional Time Qualifications. Swimmers in this group must have at least one Regional qualifying time (and more, depending on their age.) **Swimmers are expected to attend at least 70% of practices and attend a minimum of 5 regular season meets during short course season and 3-4 regular season meets during the long course season as directed by the HSC Coaching Staff.**

Squad 1 (ages 11-12) – Our highest training group for age group swimmers is comprised of both middle school and elementary school aged swimmers. Swimmers must be able to perform a legal 400 IM and read a pace clock. Swimmers will be introduced to race strategy and may also be introduced to dryland training. Swimmers in this group must have at least one Regional or Age Group State qualifying time (and more, depending on their age.) The goal for these swimmers is to achieve Regional, State Championship, Zone, and NCSA Age Group Championship Time Qualifications. **Swimmers are expected to attend at least 75% of practices and attend all meets (a minimum of 6 regular season meets during short course season and 4 regular seasons meets during the long course season) as directed by the HSC Coaching Staff.**

Senior 2 (13 + year olds) – Our senior group for older more experienced and serious swimmers, comprised of high school and middle school swimmers. These swimmers are hoping to achieve Regional and State Championship qualifying times. Swimmers must have abilities in the following areas: ability to read a pace clock and understand more complicated workouts, compete using specific race strategies and smart swimming, experienced dry-land training, leave on time during sets, starts and finish all sets at the wall. **Swimmers are expected to attend at least 60-70% of practices, 60-70% of dryland training and participate in all qualified competition, as directed by the HSC Coaching Staff.**

Senior 1 Groups (13+ year olds) – Our most elite and serious training groups, comprised of high school and middle school swimmers. These swimmers should be part of our Championship Team competing at elite swim meets including Regionals, Junior State Championship, Central Zone, Senior Champs, Sectionals, Junior and Senior Nationals, Olympic Trials, and Olympics. Swimmers are expected to become personally responsible and are held accountable for their own swimming, goals, and motivation with the guidance of the Head Coach. Requirements are detailed in Appendix A.

Financial Responsibilities

Membership fees and team-hosted meets provide the means for HSC to pay coaches' salaries, coach travel expenses, pool rental fees and other operating expenses. Membership dues, deposits and/or fees are non-refundable. If a swimmer cancels or terminates his or her membership or leaves to join another team before any point in the season, there is no refund. Total membership dues and registration fees are owed to Hinsdale Swim Club, even if the swimmer does not complete the full season, and regardless of which payment option was chosen (installments or in full). HSC reserves the right to suspend a swimmer from practice and/or meets if fees are not paid.

Hinsdale Swim Club provides:

- Experienced certified coaches on staff
- Multiple coaches on deck for each practice group

- Year-round swimming
- A focused training schedule designed for each practice group's optimum success
- The opportunity to practice in small, focused groups
- A personalized experience and specific feedback for all athletes
- Team attachment for USA Swimming Registration processing
- For your bill-paying convenience, we accept payment by credit card or direct debit to your bank account, as well as checks (only during registration periods)

Volunteering

Membership with HSC requires a parental volunteer commitment per stated in the Volunteer Agreement. As part of registration, parents sign up to volunteer at HSC-hosted meets or for other non-meet related jobs. HSC also requires families to make a one-time, **refundable** volunteer deposit of \$150 when they join the team. Read more on volunteering elsewhere in the annual registration materials.

Discipline

The coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will take into account (1) the nature and severity of the conduct (2) any prior disciplinary action and (3) the adverse effect of the conduct on other swimmers. Examples of disciplinary action include verbal warning, removal from a practice, notification to the swimmer's parents, suspension from some or all HSC activities up to and including expulsion from HSC. The coaches will take any immediate action that is both necessary and appropriate under the circumstances to ensure the safety of swimmers. Read more on required swimmer and parent conduct elsewhere in the annual registration materials.

Sick Policy

If your child is exhibiting symptoms of an illness, please do not send them to practice or meets until symptoms have resolved or you have received a permission from the doctor to resume all activities.

Communication & Website

The main communication source for HSC is through email and the website www.thehinsdaleswimclub.com. Additional information such as practice changes and updates will be sent via e-mail and occasionally via text. It is critical that the main email address for a swimmer is one that is checked daily. Please do not try to speak with coaches immediately prior to or after practice unless this has been arranged in advance. Do not call, text or try to speak with coaches during practice or swim meets as they need to be focused on the swimmers. Email is the preferred method to contact a coach. Always start by contacting the swimmer's Lead Coach.

Pool Deck Access

Parents are not allowed on the pool deck at any of the pools we use. This includes time during team practices as well as during private lessons. Only swimmers, coaches, and volunteers that have the proper credentials and insurance through USA Swimming are allowed on pool deck during or after practice. This will be strictly enforced.

Filming/Photography

In compliance with USA Swimming and Illinois Swimming regulations, HSC has a zero tolerance policy for filming or photography at practices. Filming or photography at practices by an individual other than a coach is strictly prohibited. Any individuals observed filming or taking photos during practice will receive only one

warning; subsequent violations will result in not being permitted to observe practice for the remainder of the season.

Participation in Meets

Swimmers may only participate in meets that have been arranged by HSC and are listed on our website. Participation in any meets outside the approved meet list must have the express consent of the Head Coach.

The number of meets a swimmer is encouraged to participate in is dependent on their practice group. It is the families' responsibility to "commit" a swimmer to each meet by the communicated deadline. Once entries have been submitted to the host team, each family is responsible for the meet entry fees (whether they ultimately compete at that meet or not.)

Speed Suits

Swimmers may only wear a speed suit (also referred to as a tech suit or racing suit) at meets when directed by their coach. This will generally occur only for championship meets and other regular season key meets. Note that we are a Speedo-sponsored club, so it is strongly encouraged that Speedo racing suits are purchased through Urban Tri Gear so a proper fit can be ensured.

Team Equipment

Practice Equipment requirements have been developed for each group on the team. Swimmers will be responsible for having ALL equipment required for their group CONVENIENTLY READY FOR USE AT ANY GIVEN MOMENT DURING A WORKOUT. This means swimmers should bring all their equipment on deck with them everyday. Equipment should be labeled with the swimmer's name.

Meet Entry Policy/Guidelines

HSC has developed some meet entry guidelines to ensure swimmers get properly entered in meets. The following contain important meet entry information HSC members should know:

- Entries for a particular meet will typically open a minimum of 14 days ahead of the meet entry deadline. The meet packet and other available and pertinent information will be posted on the applicable meet page on the HSC website (www.thehinsdaleswimclub.com) at this time. HSC members will receive email notification that entries for a meet have been opened.
- HSC members will have approximately 7 days to commit to the meet in whole or just to sessions. The entries will be closed to the team approximately 7 days ahead of the meet entry deadline.
- For most meets, swimmers will be asked to "Commit By Session" and then the HSC Coaching Staff will choose the events the swimmers will swim during all committed sessions.
- Preliminary meet entries will be posted on the HSC website and sent via email to the team.
- Parents, guardians, and swimmers will have approximately 2 days to review the entries in most cases and email to discuss any potential additions or changes with the HSC Coaching Staff. **Note, however, that although changes to the meet entry may be discussed, the HSC Coaching Staff has final say on what events into which a swimmer will be entered.**
- If a meet entry deadline is missed, HSC members may ask for late entries, however, there are **NO GUARANTEES** their swimmer(s) will be able to be entered in the meet.
- In the case that there are relays at a meet, **the decision on relay lineups for entered relays will be made solely by the Coaching Staff.** For Championship Meets, relay participants will be decided upon by the HSC Coaching Staff prior to the time of the meet.
- For Championships Meets (Regionals, Age Group Champs, 10&Under Champs, and beyond), HSC swimmers will be entered in **ALL** events that they have qualified in. If the swimmer is overqualified in events, the HSC Coaching Staff will assist the swimmer in determining which events should be scratched.

Note that there are 5 Appendices to this Handbook:

Appendix A: Practice Group Standards (2024-2025 standards are currently accessible on the HSC website and once updated for the 2025-2026 season, they will be added into this Member Handbook)

Appendix B: Policy to Address Bullying

Appendix C: Policy for Electronic Communication

Appendix D: Policy for Team Travel

Appendix E: USA Swimming MAAPP

Appendix F: USA Swimming Code of Conduct

Updated July 2025

Appendix B

Policy to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Hinsdale 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 Hinsdale Swim 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.

Appendix C

Policy for Electronic Communication

PURPOSE

The Hinsdale Swim 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, INSTAGRAM, BLOGS, AND SIMILAR SITES

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

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

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

TWITTER

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. Text should include at least 2 people who are over the age of 18.

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.

Appendix D

Policy for Team Travel

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

- 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

- 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 3

Safety

- a. Additional guidelines may be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. Must wear seat belts and remain seated in vehicles;

Behavior

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

Financial

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

General

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

Code of Conduct/Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature (obtained electronically during registration) on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet related functions, they are representing both themselves and the (Hinsdale Swim Club). Athlete behavior must positively reflect the high standards of the club (or LSC).
- g. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Swimmers are to refrain from use of inappropriate language.

2025-2026 HSC Travel Meet Fee Policy

Travel meets have become a bigger part of the Hinsdale Swim Club meet schedule over the past few years. As our swimmers have become more competitive, HSC has scheduled these meets as an opportunity for swimmers to experience the challenge and fun of a different competitive environment.

As a club we have always budgeted for our coach travel expenses, but we recognize that every athlete does not have the opportunity to travel to every meet. Given this, the Board of the Hinsdale Swim Club has decided to assign travel meet fees on a per (traveling) swimmer basis to equitably support coach overnight travel expenses (mileage, hotel, meals, airfare, etc.) Our objective is to balance a commitment to support travel meets with quality coaching with fairness to swimmers who do not participate in these meets.

We have structured our fees based on travel distance:

- For travel meets within driving distance requiring overnight stay, we will charge \$40 per swimmer (when travelling on your own). Example: Circle City Classic in Indianapolis
- For travel meets within driving distance requiring overnight stay and where your swimmer is being chaperoned by HSC Coaches, we will charge \$100-150 per swimmer. Example: Circle City Classic in Indianapolis, open water meets, high school boys’ travel meet, etc.
- For travel meets requiring air travel and overnight stay, we will charge \$150- \$250 per swimmer. Example: NCSA Junior Nationals in Orlando, FL

***In situations where HSC attends out of town meets that are not deemed an organized Team Travel Meet with athlete transportation, meals, etc. or if HSC is assigned to Championship Meets that are not considered local, a travel meet fee may apply. This will be indicated on the Meet Landing Page for the specific Meet.

Note that these travel fees will be charged to all traveling swimmers, regardless of whether they are attending the meet either with their parents (or other adult) or being supervised by HSC coaches as part of a chaperoned meet.

These fees have been determined based on past travel in which parents are integral and provide all travel accommodations for their athletes, meaning our coaches travel only to manage and coach swimmers at the pool for the specific meet. If there are new travel opportunities that arise where coaches would need to act as a chaperone, manage and provide transportation and/or meals or be responsible for the traveling safety of athletes, fees may be greater than stated above and would be decided on a case by case basis by the Hinsdale Swim Club Board and communicated before meet entry decisions are required.

We have and will continue to manage coach travel expenses for meets very closely.

Appendix E



Minor Athlete Abuse Prevention Policy

Hinsdale Swim Club

Effective: January 1, 2025

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This Policy Applies To:

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

Adult Participants: Any adult 18 years of age or older who is a:
USA Swimming member, either athlete or non-athlete;
Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have Regular Contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over minor athletes; and/or
Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

General Requirement

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

Definitions

Athlete: A USA Swimming athlete member.

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

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

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

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

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

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

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

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

In-Program Massage: Any Massage, Manual Therapy, Therapeutic and Recovery modalities, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, Manual Therapy, Therapeutic and Recovery modalities occurring at or related to: competition,

practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

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

Lodging and Residential Environment: Lodging arrangements include, but are not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting.

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

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

Organization: USA Swimming, LSC or Club

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

Exceptions

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if: The Adult Participant has no authority over the Minor Athlete; and
The Adult Participant is not more than four years older, determined by birthday, than the Minor Athlete.

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

Emergency Exception: Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.
It is strongly encouraged that the Hinsdale Swim Club or Adult Participant document the emergency circumstance. One-On-One Interactions

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

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.

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

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

- A. The door remains unlocked;
- B. Another adult is present at the facility;
- C. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- D. When appropriate and not violating a providers professional licensure, Hinsdale Swim Club is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and
- E. The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

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:
 - a. When a Dual Relationship exists; and/or
 - b. 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 Hinsdale Swim Club, which can be withdrawn at any time.
- C. Parents/legal guardians must be allowed to observe the individual training session.

Electronic Communications

Content

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

Open and Transparent

- A. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian, or another adult family member, must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian, or another adult family member, on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

- B. The following exceptions apply to Section II(a):
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or
 - c. 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.

Requests to Discontinue

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

Hours

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

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

In-Program Travel and Lodging And RESIDENTIAL ENVIRONMENTS

Transportation

- A. During In-Program Travel, observable and interruptible environments must be maintained.
- B. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes, who are at least 8 years of age, or another Adult Participant except:
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists;
 - c. When the Close-In-Age Exception applies; and/or
 - d. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- C. Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

Lodging and Residential Environments

- A. An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
- B. During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.

- C. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- D. The following exceptions apply to II(a), (b) and (c):
 - a. 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
 - b. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- E. Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category and of similar age.
- F. Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

Written Consent

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

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

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).

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.

Private or Semi-Private Space for Minor Athletes

Hinsdale Swim Club 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 Hinsdale Swim Club.

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.

Undress

Adult Participants must not remove their clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Showers

- A. Adult Participants must not shower with Minor Athletes unless:
 - a. The Adult Participant meets the Close-in-Age Exception; and/or
 - b. 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. Hinsdale Swim Club must abide by such a request.

Monitoring

Hinsdale Swim Club 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.

Media and Championship Celebrations in Locker Rooms

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

- A. Parent/legal guardian consent has been obtained, when possible; and
- B. Hinsdale Swim Club approves the specific instance of recording or photography; and
- C. Two or more Adult Participants are present; and
- D. Everyone is fully clothed.
- E. If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

Manual Therapy, Therapeutic, and Recovery Modalities

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.

Additional Minor Athlete Requirements

- A. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- B. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- C. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- D. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

- E. The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.
- F. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan

APPENDIX A

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

Hinsdale Swim ClubAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES

All NGBs, LAOs, and the USOPC (the "Hinsdale Swim Club") must implement proactive policies designed to prevent abuse. These Hinsdale Swim Clubal requirements are described below.

Hinsdale Swim Clubal Requirements for Education & Training

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

Required Prevention Policies and Implementation

1. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center's model policies in Part III. These model policies cover:
 - a. Meetings
 - b. Individual Training Sessions
 - c. Manual Therapy, Therapeutic, and Recovery Modalities
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging and Residential Environments
1. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Hinsdale Swim Club may choose to implement stricter standards than the model policies.
2. USA Swimming must also require that its LAOs implement these policies within each LAO.

3. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.
 - a. At sanctioned events and facilities partially or fully under its jurisdiction, the Hinsdale Swim Club must take steps to ensure the policies are implemented and followed.
 - b. For In-Program Contact that occurs outside an Hinsdale Swim Club's sanctioned event or facilities, implementing these policies means:
 - i. Communicating the policies to individuals under its jurisdiction;
 - ii. Establishing a reporting mechanism for violations of the policies;
 - iii. Investigating and enforcing violations of the policies.

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

Policy Approval and Submission Process

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

Appendix F



2022 CODE OF CONDUCT

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ARTICLE 304 CODE OF CONDUCT

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, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former 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 for life if such person 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. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

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 the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
- .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

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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 at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) 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.

C A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals (i) having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC’s Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.

D Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term “peer-to-peer sexual abuse” shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.

- .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 eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

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- .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 For any USA Swimming member club or coach to knowingly:
- A allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to coach or instruct any of its athlete members,
 - B aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible," or
 - C allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.
- .15 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
- .16 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.
- .17 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.
- .18 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
- .19 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.

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ARTICLE 305 ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.

305.2 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done

with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

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

305.4 Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

305.5 Travel

- .1 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.
- .2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
- .3 When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
- .4 Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

305.6 Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.7 Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be

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reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

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.

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