

Jackson Swim Team Association Handbook

(Approved by Quorum at JAX Board Meeting November 11, 2022)

Latest Revision: 03-01-24

Jackson Swim Team ("JAX") is operated by *the Jackson Swim Team Association* as a 501(c)(3) not-for-profit organization. JAX is managed by the Head Coach and the JAX Board ("Board"). The Board consists of JAX parents and the Head Coach. As a USA Swim Club, we also follow the rules and regulations of USA Swimming.

Mission statement: *To provide a productive, safe, and fun competitive swim program, with trained coaches and volunteer support, that empowers athletes to succeed to their highest potential in and out of the water.*

Vision Statement: *To develop athletes who have a life-long love of swimming and are equipped with essential life skills such as character, discipline, work ethic, leadership, and fitness.*

This handbook and the policies within are posted on the JAX Website (jaxswimteam.com) and will be included in registration agreements which are required from all participants.

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Practice Facility:

We are guests of the University of Memphis Lambuth campus and must adhere to any guidelines in this handbook and subsequent communication that University of Memphis Lambuth campus has required or may require in the future. Everyone must abide by campus policies and directions given by campus faculty and staff. Bring any issues or concerns you may have to JAX (not campus officials) by letting your coach know and/or emailing jaxswimming@gmail.com or calling 731-300-1695. Please be mindful that the building is used for other purposes including college lecture courses.

No one is allowed on deck except for swimmers (during their group's practice time only) and coaches. Everyone else who remains in the building must be on the patio or balcony area overlooking the pool. If your swimmer needs your help putting on their cap (or something similar), please do that on the patio or in the locker room.

Children must be escorted on campus and supervised at all times. Walk your swimmer from the car and drop them off with their instructor /coach at the swim lane. Coaches are responsible for swimmers who are currently practicing; all other children must be under the supervision of another responsible adult.

Thank you for helping JAX maintain a good relationship with the University of Memphis Lambuth campus.

Parking on Campus:

All cars parked in the campus lots are required to display a parking permit. There is some parking along the streets that is not part of the campus. If you would like to park in a campus lot, the permits must be purchased each semester: Fall, Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it is for Jackson Swim Team to receive a reduced rate of \$32. Cars parked on campus without permits may be ticketed.

Joining Fees and Payments:

Annual Registration with USA Swimming expires every year on December 31st. Every swimmer is required to renew their registration during the months between September through December. Failure to complete the renewal process by December 31, will automatically suspend the athlete's membership. The athlete will not be able to practice or compete until the renewal is complete. On January 1 (or soon thereafter), a late fee of \$25 will be assessed to each member's account to re-activate and process late registrations (i.e., those requested by athletes who failed to register by December 31).

A. JAX Annual Registration Fee ALL Groups - \$45

- Any Swim School participant who moves up to the competitive team during the same year will pay the competitive registration in full.

B. USA Swimming Registration Fee – YOU will pay USA Swimming Registration fees online directly to USA Swimming when you register your swimmer for their USA Swimming membership.

- **FLEX Membership - \$30** – For swimmers ages 12 and under. Allows participation in a maximum of two (2) USA swim meets.
- **PREMIUM Membership - \$82** - For swimmers ages 13 and older AND for swimmers ages 12 and under who want to participate in three (3) or more USA swim meets.

Your swimmer, as a member of JAX Swim Team and a member of USA Swimming, is required to have his/her annual registration completed. Registration is a two-step process.

Step One – Register with JAX Swim Team. You will be asked to either create or review and update personal account information, athlete information and any changes in payment.

- LOG-IN to your JAX Swim Team account at jaxswimteam.com.
- Select “MY ACCOUNT”
- Select “TEAM REGISTRATION.” Continue to follow the prompts until you have completed your JAX registration and get to the “Success” screen.

Step Two – When your JAX registration is complete, you will get a “Success” screen that includes a link to “Register with USA Swimming Now.” Click the link and follow the prompts to set up a new account for yourself (parent/guardian). Then follow the prompts to register your swimmer(s) with USA Swimming. Even existing members need to create a new account to access their new member dashboard.

The USA Swimming page has links to further help if needed. The JAX registrar can also send you a separate email with the link to USA Swimming registration (not to be shared with others).

Annual Registration Checklist

Complete the online JAX registration: Go to the [JAX website](#). Login into your account. Select My Account, then select Team Registration. Follow the prompts until you reach the Success screen.

Pay by credit card.

On the JAX registration “Success” screen, click the red link to “Register with USA Swimming Now.” Follow the prompts to create a new account (for the parent/guardian) then add your swimmer(s) as USA Swimming members.

Set up autopay for JAX fees. Autopay information must be added and kept current to process fees. Sign into your JAX account at jaxswimteam.com. In the side menu, click My Account, >Set Up Autopay and complete the information. *Note: New JAX members will not be able to log into their JAX account until the registrar has approved their registration.*

III. Monthly Swim Fees per Swimmer based on Group assigned by Coach:

Bronze I & Bronze II	\$70
Silver I	\$85
Silver II	\$100
Gold	\$115
Seniors	\$130

Multi swimmer discount- after the first swimmer at full price each additional swimmer is discounted 5% per swimmer.

IV. Meet Entry Fees Policy:

Meet entry fees will vary from meet to meet based on host charges and the type of meet. Typical host fees include a flat per swimmer fee (surcharges and facility fee) plus a fee per event. Specific fee amounts from the host team will be included in the meet information posted on the event sign-up page.

JAX fees will include an additional \$2 per individual event. For meets that have NO per event fee, JAX will charge a flat fee for participants (example \$15). This will be posted in the event information.

Relays: If enough swimmers sign up for the meet, the coach will assign the teams. There will be no fee for relays.

Late Fees: Entries received after the JAX registration deadline will be assessed a \$20 late entry fee. This will be in addition to any late fees charged by the host team.

Final Charges: Once submitted to the host team, meet fees are non-refundable. Meet fees will be invoiced a couple of days after the meet entry deadline and will be included in the next scheduled auto draft.

MSS Meets: General policy is that a minimum of 4 swimmers are required to participate. You will be notified if we do not have the minimum number of participants, and your account will not be charged.

V. Payments:

Annual registration fees are charged immediately and can be paid by check (given/mailed to the Registrar) or credit card. Once your online registration is completed and registration fees received, the Registrar will approve your account and you will receive email confirmation. Going forward, all finance related emails will be sent to your primary login email.

- *If you paid annual registration by check:* As soon as you receive registration confirmation, go on to your account, click on My Account, and Click on **Set Up Autopay** to enter your banking information (or credit card information) for all future dues/fees. (see next section for more on this topic).
- *If you set up a credit card for annual registration and to **autopay** monthly dues/fees* (see next section for more details) you will see an option for “On Demand” payments. Do NOT select this. Any fees that come up during a month (predominantly meet fees) will be charged on the 1st of the new month along with your monthly dues.

For all MONTHLY dues and fees, all Accounts are required to have a bank account or credit card on file for monthly *automatic* drafts. All payments are paid through our Team Unify website www.jaxswimteam.com.

- You will receive finance related emails to your *primary* login email.
- All monthly dues and fees incurred during the previous month, including meet fees, will be charged on the 1st day of the new month.
- Families who pay by automatic bank transfer (ACH) will be charged a flat fee of \$1.25 per transaction.
- Families who pay by credit card will be charged a \$.30 flat fee PLUS 2.95% of the total per transaction.
- A few days prior to each new month, you will receive a Billing Summary Report notifying you of what your bank or credit card is going to be charged on the 1st.
- Monthly fees will be considered late on the 21st day of the new month and a fee of \$10 will be added to the account.
- Monthly fees that are past due for more than 30 days will result in a swimmer not being able to participate in swim events.
- It is the family's responsibility to update credit/debit card information whenever their card on file expires or is replaced. The Parent Board will do its best to alert families when it sees that a credit/debit card payment has failed, but that is considered a courtesy and not the responsibility of the team. Ultimately, it is the family's responsibility to update their credit/debit card information as needed. Any late fees that are charged due to credit/debit card failures will not be refunded.

Monthly Fee Prorated for First Month Policy:

Your first monthly fees will be prorated according to the date of your registration and your group (Bronze I & Bronze II, Silver I, Silver II, Gold, or Senior). Please note that Bronze refers to Bronze I and Bronze II. See chart on the next page.

PRORATED AMOUNT TO CHARGE FOR 1ST MONTH

DATE of Registration	Bronze	Silver I	Silver II	Gold	Senior	(Monthly Fee) (Daily Discount Rate)
	70 3	85 3.5	100 4	115 4.5	130 5	
1	70	85	100	115	130	
2	67	81.5	96	110.5	125	
3	64	78	92	106	120	
4	61	74.5	88	101.5	115	
5	58	71	84	97	110	
6	55	67.5	80	92.5	105	
7	52	64	76	88	100	
8	49	60.5	72	83.5	95	
9	46	57	68	79	90	
10	43	53.5	64	74.5	85	
11	40	50	60	70	80	
12	37	46.5	56	65.5	75	
13	34	43	52	61	70	
14	31	39.5	48	56.5	65	
15	28	36	44	52	60	
16	25	32.5	40	47.5	55	
17	22	29	36	43	50	
18	19	25.5	32	38.5	45	
19	16	22	28	34	40	
20	13	18.5	24	29.5	35	
21	10	15	20	25	30	
22	7	11.5	16	20.5	25	
23	4	8	12	16	20	
24	1	4.5	8	11.5	15	
25	0	1	4	7	10	
26	0	0	0	2.5	5	
27	0	0	0	0	0	
28	0	0	0	0	0	
29	0	0	0	0	0	
30	0	0	0	0	0	
31	0	0	0	0	0	

VI. Invoices:

Families may check their invoices and billing history at any time by logging on to their account on the team website, clicking on the "My Account" link, and then clicking on the "My Invoice/Payment" link.

VII. Related Policies:

Insufficient Funds:

Any checks provided that are returned for insufficient funds must be paid along with any charges incurred.

Injured Swimmer Policy:

If a swimmer becomes injured and cannot participate in practice, he/she may request injured time off by providing written notice, via email, to jaxregistrar@gmail.com. If available, please provide a note from a physician. The time must be at least one (1) month in duration and requested by the swimmer or parent prior to the time being taken. Even though a two-week notice is not required, please provide reasonable notice for the registrar to change your status in the system. No further monthly fees will be charged during the injured time off. However, all charges already incurred for the month (ex: current month's fee, meet fees, etc.) will remain. Annual obligations for the swim family, such as the swim-a-thon fundraiser, etc., also remain in place.

Once the swimmer has recovered from the injury and is ready to resume practice, email jaxregistrar@gmail.com to reactivate your swimmer's membership. Include the swimmer's name, group level, and date they will resume practice. Your account will be charged for the remainder of the month according to the Prorated Amount to Charge for the 1st Month chart above.

Pause Membership Policy:

A parent (or account holder) may request to pause their swimmer's membership for a leave of absence from the team by completing the Pause Membership form on the website under the Swim Team section. The leave must be at least one (1) concurrent month in duration. The form must be completed by the parent (or account holder) **at least two (2) weeks prior to the time being taken.**

During this time, the swimmer will not be required to pay monthly fees. However, all annual obligations for the swim family, such as the swim-a-thon fundraiser, etc., remain in place.

To return from the leave of absence, email jaxregistrar@gmail.com to reactivate your swimmer's membership. Include the swimmer's name, group level, and date they will resume practice. Your account will be charged for the remainder of the month according to the Prorated Amount to Charge for the 1st Month chart above.

Leaving JAX Policy:

You must give written notice, via email, to jaxregistrar@gmail.com of your intent to leave JAX. Notice must be given **at least two (2) weeks prior to the 1st of the month preceding the month you no longer want to be on JAX**. Membership dues are monthly and can only be cancelled accordingly. Outstanding balances must be fulfilled before being financially released from JAX. If there is any remaining balance due, that amount will be deducted via ACH on the 1st day of the month following notice. If proper notice of leaving is given, any dues other than those that are delinquent, will NOT be assessed on the 1st of the following month. Only members who leave in good standing will be released from JAX and allowed to move their membership to another USA Swim Club. Should you decide to return to JAX, any delinquent accounts must be made whole before returning. Rejoining the Jackson Swim Team will require payment on any outstanding fees and will be at the discretion of the Jackson Swim Team Association Board.

JAX Fundraising Policy:

JAX is a non-profit organization. In order to cover all operating expenses, we must engage in fundraising. All families are expected to participate in all fundraising efforts/events hosted by the team. We hold a minimum of one MANDATORY fundraiser every year, our annual Swim-A-Thon. Swimmers will be required to raise an amount based on their group levels. The requirement for families with multiple swimmers will be the amount associated with their highest-level swimmer plus \$50 per additional swimmer.

If your family does not meet the minimum requirement your account will be billed at the close of the month the Swim-A-Thon is held. This is an annual commitment and will not be prorated should you take time off or leave the team (see policies stated above). However, we waive the Swim-A-Thon requirement for families who register 60 days or less prior to the date of the Swim-A-Thon.

Swim-a-Thon Fundraising Requirements:

Bronze I & Bronze II:	\$100
Silver I:	\$125
Silver II:	\$150
Gold:	\$200
Seniors:	\$250

We are always looking for fundraising opportunities including corporate sponsors and web sponsorships. Could your company be a sponsor? We appreciate any thoughts and ideas you may offer for other fundraising opportunities.

Jackson Swim Team Association is a 501(c)(3) organization. Donations are tax deductible!

JAX Policy for Swimmers Ages 18 and Over swimming with the competitive team:

- Members of the Competitive Team (Bronze – Senior groups) must join JAX prior to their 18th birthday.
- Requirements of current Competitive Team Members (Bronze – Senior groups) who wish to continue with JAX beyond their 18th birthday or after they graduate high school:
 - They must be assigned to the Silver II, Gold, or Senior group.
 - They must be current members of USA Swimming (premium membership).
 - They must complete USA Swimming’s Athlete Protection Training (APT) and to agree to the Minor Athlete Abuse Prevention Policy (MAAPP). Proof of APT and signed acknowledgement of the MAAPP must be submitted to the registrar at jaxregistrar@gmail.com before practicing with JAX.
 - Adults and youth must respect each other’s privacy, especially in situations such as changing clothes and taking showers after practice. All swimmers over the age of 18, once approved to swim, will not be allowed to change or shower in the presence of swimmers who are under the age of 18.
 - Swimmers who are age 18 and over should use the stalls in the common bathrooms accessible from the hallway when available (the girls room can be accessed near the pace clock table inside the pool area and/or from the hallway outside the pool; the boys room is located across the hallway from the pool).
- Age limits:
 - Bronze I, Bronze II and Silver I – Only for swimmers UNDER age 18.
 - Silver II and Gold – Only for swimmers UNDER age 19.
 - Senior – Only for swimmers UNDER age 23.
 - JAX swimmers who reach the age of 23 may no longer train with the Senior group. They may join a JAX Adult or Master’s program if available.
- Fees:
 - All of the same fee requirements, payment policies, and financial obligations remain the same.
 - Exception: Former JAX swimmers who are home for college break may train with the Senior group for up to 2 consecutive weeks without paying the JAX Senior fee if space allows. Priority will be given to collegiate swimmers. Please contact the Head Coach prior to training. College swimmers practicing with JAX must be current members of USA Swimming (premium membership). They must complete USA Swimming’s Athlete Protection Training (APT) and to agree to the Minor Athlete Abuse Prevention Policy (MAAPP). Proof of APT and signed acknowledgement of the MAAPP must be submitted to the registrar at jaxregistrar@gmail.com before practicing with JAX.

JAX Swim School – Class Registration Guide

Team Contact: **731-300-1695** or **jaxswimming@gmail.com**

Before registration:

- Review the **Swim School** subtabs on Jackson Swim Team’s website (**www.jaxswimteam.com**)
 - ✓ Read the **Information**, which includes dates, location, and fees.
 - ✓ Read about the **Group Levels** and decide which one your child needs.
 - ✓ Look at the **Lesson Schedule** options.
 - ✓ Review the **Policies and Procedures**.
- Contact us if you have any questions. We hope to see you at the pool soon!

Online Registration – Basic Steps:

1. Go to the Jackson Swim Team website (www.jaxswimteam.com).
2. Under Swim School, click **DETAILS AND LINK TO REGISTRATION**.
3. Scroll down until you see “JAX Swim Lessons” – click on the desired Group Level.
4. Scroll down to find your preferred class day and time, then click “Register.” Follow the prompts.
 - Once you “Place in Shopping Cart” your first selected class, you will have the option to register for **additional classes and/or additional children**. Click “+Add Additional Classes.” Further help below.
 - You may sign your child up for **multiple Swim School programs (ex: lessons and Rec Swim, group and private lessons)** during online registration.
5. You must **pay by credit card** at the end of online registration.
 - After you “Add/Select Card” for payment, scroll down to read the “JAX Swim Lessons Policies” and click in the box next to “Required” to agree to the statement. Repeat for the “Medical Release/Liability Waiver” (required), “Concussion Information Agreement” (required), and “Digital Photo Release” (optional).
 - Scroll down to “Pay & Submit.” *Note: Swim Lesson spots are not secured until payment is completed.*

IMPORTANT NOTE: Registration with USA Swimming is required of all JAX participants. This is a separate step. The program administrator will email you directions and a link to register with USA Swimming after your registration for JAX classes is complete.

Further Help:

New to Jackson Swim Team?

- Once you click “Register” for your selected class, you will be prompted to “+Create New Account.” Follow the prompts to create an account and enter the required information.

Returning/Existing Member, but having **trouble logging in to your account?**

- Contact the Team Registrar (jaxregistrar@gmail.com)

Want to **sign up for more than one class, and/or sign up more than one child?**

- After clicking “Place in Shopping Cart” for your first child/class, click “+Add Additional Classes” if you would like to register for additional classes and/or additional children. This will redirect you back to the initial registration screen. Repeat the selection process and click “Register.” When the “Select Student” box appears, you may register your first child for this additional class (Select Student - select an existing student) or register a different child for this class (+Add New). Repeat as desired.

**THANK YOU FOR REGISTERING FOR JAX SWIM SCHOOL LESSONS
WITH JACKSON SWIM TEAM!**

You will receive a welcome email soon. Please read emails sent from Jackson Swim Team and contact us if you have any questions! We are looking forward to seeing you at the pool!

JAX Swim School Lessons

Program Policies

1. Age Requirements:

- There is no minimum age requirement for lessons, but swimmers must be toilet-trained. This program is not currently available for adults.

2. Registration for JAX Swim School classes:

- Registration for JAX classes will be completed online, through our Team Unify website: www.jaxswimteam.com under “Swim School.” Please contact us if you have any questions or need help (jaxswimming@gmail.com or 731-300-1695).
- Group level descriptions are posted online. Swimmers may be moved into a different group level if needed. Contact us if you have any questions (jaxswimming@gmail.com)
 - Schedule selections made during online registration are tentative. Minimum group sizes must be met, or the group will be canceled until further notice. You will be contacted if your swimmer’s group is canceled due to lack of registered participants, and we will reschedule your swimmer. If rescheduling is not possible, you will be issued a credit to be used on future swim lesson (pro-rated if some lessons have been used).

3. Registration with USA Swimming:

- Registration with USA Swimming is required prior to participating in JAX Swim School programs. Every swimmer must become a member of USA Swimming. This provides insurance coverage for all Jackson Swim Team (JAX) programs.
- After your child is registered for JAX Swim School classes, the JAX Program Administrator will email you instructions and a link to register your child with USA Swimming.
- USA Swimming membership options:
 - For children ages 12 and under:
 - Flex Athlete (\$30) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)
 - For children ages 13 and up, please select from these 2 options:
 - Individual Season Athlete (\$50) – good for 150 days
 - Premium Athlete (\$82) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)

4. Payments:

- All payments will be made by credit card during online registration.
- Swimmer(s) will not be allowed to participate until session fees are paid in full and registration with USA Swimming is complete.

5. Cancellation:

- USA Swimming membership fees are non-refundable.
- Partial credits for session fees will be issued upon written request (email jaxswimming@gmail.com). Non-refundable fees include: \$20 per scheduled GROUP lesson or \$30 per scheduled PRIVATE lesson (plus \$15 per additional child per private lesson, if applicable) that has occurred prior to the written cancellation request, plus USA Swimming registration fee.

6. Class Start and End Time:

- Swim School programs will start and end as scheduled. We are not able to extend your child's lesson time if you are late. If you arrive late to the lesson, your child may join for the remaining time. However, if no one has shown up for the lesson, the coach may leave (and not give the lesson) after waiting 15 minutes beyond the start time.

7. Make-up Lessons:

- Make-up lessons are not guaranteed but may be offered as a courtesy. Each participant may request one (1) make-up lesson per session purchased **IF they notify JAX by noon the day before their lesson.** Email jaxswimming@gmail.com to request a make-up lesson. Group lesson participants will be assigned another group lesson spot for a makeup lesson, if available. Private lessons will be rescheduled, if possible.
- If a swimmer's lesson is canceled due to weather, pool/campus closures, coach illness, or unforeseen events, the swimmer will be offered a make-up lesson if possible.
- In the event we are not able to reschedule lessons that JAX cancels (due to weather, pool/campus closures, coach illness, or unforeseen events), JAX will issue a credit to be used on future swim lessons.

8. Parking:

- There is some free parking along the streets that is not part of the campus.
- All cars parked in the campus lots are required to display a parking permit. If you would like to park in a campus lot, the permits must be purchased each semester: Fall, Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it is for Jackson Swim Team to receive a reduced rate of \$32. Cars parked on campus without permits may be ticketed.

9. Parent/Guardian Policy:

- Children must be escorted on campus and supervised at all times. Walk your swimmer from the car and drop them off with their instructor at the swim lesson lane.
- A parent, guardian, or responsible party must remain in the balcony or patio during lessons. No one is allowed on the pool deck except for coaches and those who are dropping off or picking up swim lesson participants.
- JAX participants and their families are guests on the University of Memphis Lambuth campus. Everyone must abide by campus policies and directions given by campus faculty and staff. Bring any issues or concerns you may have to JAX (not campus officials) by letting your coach know and/or emailing jaxswimteam@gmail.com or calling 731-300-1695.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Shark School

Program Policies

1. Minimum Swimming Requirements:

- Swimmers must already be able to complete 25 yards of freestyle and backstroke unassisted. They must be able to swim safely and comfortably in deep water. The coach will be on the pool deck, not in the water.
- Participation is at the discretion of the Managing Coach. Evaluations may be arranged to check swimmer's readiness (731-300-1695 or jaxswimming@gmail.com). Swim lessons are also available. This program is not available to adults.

2. Registration for JAX Swim School classes:

- Registration for JAX classes will be completed online, through our Team Unify website: www.jaxswimteam.com under "Swim School." Please contact us if you have any questions or need help (jaxswimming@gmail.com or 731-300-1695).
- Schedule selections made during online registration are tentative. Minimum group sizes must be met, or the group will be canceled until further notice. You will be contacted if your swimmer's group is canceled due to lack of registered participants, and we will reschedule your swimmer. If rescheduling is not possible, you will be issued a credit (pro-rated if some lessons have been used).

3. Registration with USA Swimming:

- Registration with USA Swimming is required prior to participating in JAX Swim School programs. Every swimmer must become a member of USA Swimming. This provides insurance coverage for all Jackson Swim Team (JAX) programs.
- After your child is registered for JAX Shark School classes, the JAX Program Administrator will email you instructions and a link to register your child with USA Swimming.
- USA Swimming membership options:
 - For children ages 12 and under:
 - Flex Athlete (\$30) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)
 - For children ages 13 and up, please select from these 2 options:
 - Individual Season Athlete (\$50) – good for 150 days
 - Premium Athlete (\$82) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)

4. **Payments:**

- All payments will be made by credit card during online registration.
- Swimmer(s) will not be allowed to participate until session fees are paid in full and registration with USA Swimming is complete.

5. **Cancellation:**

- USA Swimming membership fees are non-refundable.
- Partial credits for session fees will be issued upon written request (email jaxswimming@gmail.com). Non-refundable fees include: \$20 per scheduled lesson that has occurred prior to the written cancellation request, plus USA Swimming registration fee.

6. **Class Start and End Time:**

- Swim School programs will start and end as scheduled. We are not able to extend your child's lesson time if you are late. If you arrive late to the lesson, your child may join for the remaining time. However, if no one has shown up for the lesson, the coach may leave (and not give the lesson) after waiting 15 minutes beyond the start time.

7. **Make-up Lessons:**

- Make-up lessons are not guaranteed but may be offered as a courtesy. Each participant may request one (1) make-up lesson per session purchased **IF they notify JAX by noon the day before their lesson**. Email jaxswimming@gmail.com to request a make-up lesson. Group lesson participants will be assigned another group lesson spot for a makeup lesson, if available.
- If a swimmer's lesson is canceled due to weather, pool/campus closures, coach illness, or unforeseen events, the swimmer will be offered a make-up lesson if possible.
- In the event we are not able to reschedule lessons that JAX cancels (due to weather, pool/campus closures, coach illness, or unforeseen events), JAX will issue a credit to be used on future swim lessons.

8. **Parking:**

- There is some free parking along the streets that is not part of the campus.
- All cars parked in the campus lots are required to display a parking permit. If you would like to park in a campus lot, the permits must be purchased each semester: Fall,

Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it is for Jackson Swim Team to receive a reduced rate of \$32. Cars parked on campus without permits may be ticketed.

9. Parent/Guardian Policies:

- Children must be escorted on campus and supervised at all times. Walk your swimmer from the car and drop them off with their instructor at the swim lesson lane.
- A parent, guardian, or responsible party must remain in the balcony or patio during lessons. No one is allowed on the pool deck except for coaches and those who are dropping off or picking up swim lesson participants.
- JAX participants and their families are guests on the University of Memphis Lambuth campus. Everyone must abide by campus policies and directions given by campus faculty and staff. Bring any issues or concerns you may have to JAX (not campus officials) by letting your coach know and/or emailing jaxswimteam@gmail.com or calling 731-300-1695.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Summer Swim Team

Program Policies

1. Minimum Requirements:

- Swimmers must already be able to swim at least 25 yards freestyle and backstroke unassisted. They must be able to swim safely and comfortably in deep water. The coach will be on the pool deck, not in the water.
- Participation is at the discretion of the Managing Coach. Evaluations may be arranged to check swimmer's readiness (731-300-1695 or jaxswimming@gmail.com). Swim lessons are also available.

2. Registration for JAX Summer Swim Team:

- Registration will be completed online, through our Team Unify website: www.jaxswimteam.com under "Swim School & Summer Team." Please contact us if you have any questions or need help (jaxswimming@gmail.com or 731-300-6478).
- Schedule selection made during online registration are tentative. Minimum group sizes must be met, or the group will be canceled until further notice. You will be contacted if your swimmer's group is canceled due to lack of registered participants, and we will reschedule your swimmer. If rescheduling is not possible, you will be issued a refund (pro-rated if the session has begun).

3. Registration with USA Swimming:

- Registration with USA Swimming is required prior to participating in JAX Swim School programs, including the Summer Swim Team. Every swimmer must become a member of USA Swimming. This provides insurance coverage for all Jackson Swim Team (JAX) programs.
- After your child is registered for JAX Summer Swim Team, a JAX Program Administrator will email you instructions and a link to register your child with USA Swimming.
- USA Swimming membership options:
 - For children ages 12 and under:
 - Flex Athlete (\$30) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)
 - For children ages 13 and up, please select from these 2 options:
 - Individual Season Athlete (\$50) – expires after 150 days

- Premium Athlete (\$82) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)

4. Payments:

- All payments will be made by credit card during online registration.
- Swimmer(s) will not be allowed to participate until session fees are paid in full and registration with USA Swimming is complete.

5. Cancellation/Refunds:

- The USA Swimming registration fee is non-refundable.
- The Summer Swim Team fee is non-refundable. Partial refunds may be considered in extenuating circumstances (ex: medical reasons) issued upon written request (email jaxswimming@gmail.com) **and with approval from the Jackson Swim Team Association board.**
- Swim Meet fees are non-refundable once JAX entries have been submitted to the host team. This includes the MSS League Fee, the registration fee per meet, and championship meet fees.

6. Practice Schedule:

- Swimmers must register for and participate in either morning practices or evening practices (not both or a combination). If you have a schedule conflict and would like to temporarily swap practice times, we will try to accommodate your swimmer if space allows. Email your request to jaxswimming@gmail.com at least 24 hours in advance.
- There will be no make-up practice if your swimmer misses practice or if practice is canceled due to holidays, weather, pool/campus closures, or unforeseen events.

7. Parking:

- There is some free parking along the streets that is not part of the campus.
- All cars parked in the campus lots are required to display a parking permit. If you would like to park in a campus lot, the permits must be purchased each semester: Fall, Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it is for Jackson Swim Team to receive a reduced rate of \$32. Cars parked on campus without permits may be ticketed.

8. Parent/Guardian Policy:

- Children must be escorted on campus and supervised at all times. Walk your swimmer from the car and drop them off with their coach.
- No one is allowed on the pool deck except for coaches and those who are dropping off or picking up participants. If you wish to remain in the building or observe practices, you may do so from the patio or balcony.
- JAX participants and their families are guests on the University of Memphis Lambuth campus. Everyone must abide by campus policies and directions given by campus faculty and staff. Bring any issues or concerns you may have to JAX (not campus officials) by letting your coach know and/or emailing jaxswimming@gmail.com or calling 731-300-1695.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Swim School

Program Policies for Adults (ages 18 and up)

1. Adult Participation Policy:

- JAX may occasionally offer a limited number of swim lessons for adults. Please contact JAX (jaxswimming@gmail.com or 731-300-1695) for current availability or with any questions.
- JAX programs are predominately designed for youth under the age of 18. Therefore, adult participants (anyone age 18 or above) have additional requirements, which are explained further throughout this document:
 - Adult participants must agree to the **Minor Athlete Abuse Prevention Policy (MAAPP)**.
 - Adult participants must **register annually with USA Swimming**.
 - Adult participants must pass the **USA Swimming Background Check**. The background check must be renewed every two (2) years.
 - Adult participants must complete **USA Swimming's Athlete Protection Training (APT)** annually.
 - Adults must adhere to the **JAX Bathroom/Changing Room Policy**.

2. Registration for JAX Swim School classes:

- Registration for JAX classes will be completed online, through our Team Unify website: **www.jaxswimteam.com** under "Swim School." Please contact us if you have any questions or need help (jaxswimming@gmail.com or 731-300-1695).
- Adults may only register for classes designated for adults.
- Adult participants must agree to the Minor Athlete Abuse Prevention Policy (MAAPP). This policy is included in the JAX Swim Team Policy handbook, which you will review and sign during online registration for JAX lessons.
- Schedule selections made during online registration are tentative. You will be contacted if we need to make any changes to your selected swim lessons. If rescheduling is not possible, you will be issued a refund (pro-rated if some lessons have been used).

3. Registration with USA Swimming:

- Registration with USA Swimming is required prior to participating in JAX Swim School programs. Every swimmer must become a member of USA Swimming. This provides insurance coverage for all Jackson Swim Team (JAX) programs.
- After you are registered for JAX Swim School classes, the JAX Program Administrator will email you instructions and a link to register with USA Swimming.
- USA Swimming membership options for adults (anyone age 18 and up):
 - Premium Athlete (\$82) – annual membership (expires December 31; if you register after September 1, it expires December 31 of the *next* year)
 - Individual Season Athlete (\$50) – good for 150 days (Contact a JAX Program Administrator at jaxswimming@gmail.com to set up this option.)

4. Background Check

- Adult participants must pass USA Swimming’s background check. You will be sent instructions after you sign up for JAX lessons and register as a Premium Athlete. The fee for the first background check is \$38. It must be renewed every two (2) years (\$18 renewal fee). These fees are paid directly to USA Swimming.
- Proof of passing the background check must be submitted to the JAX registrar prior to participating with JAX. Forward your background check “pass” email to jaxregistrar@gmail.com.

5. Athlete Protection Training

- Adult participants must complete USA Swimming’s Athlete Protection Training (APT) annually. This is a free online course required by USA Swimming. You will be sent instructions after you sign up for JAX lessons and register as a Premium Athlete.
- Proof of APT (certificate or completion screenshot) must be submitted to the JAX registrar at jaxregistrar@gmail.com before participating with JAX. APT must be renewed annually.

6. Payments:

- All payments will be made by credit card during online registration.
- You will not be allowed to participate until session fees are paid in full, USA Swimming registration is complete, and proof of Athlete Protection Training is received.

7. Cancellation:

- USA Swimming membership fees and background check fees are non-refundable.
- Partial credits for session fees will be issued upon written request (email jaxswimming@gmail.com). Non-refundable fees include: \$20 per scheduled GROUP lesson or \$30 per scheduled PRIVATE lesson (plus \$15 per additional swimmer per private lesson, if applicable) that has occurred prior to the written cancellation request, plus USA Swimming registration fee and background check fee.

8. Class Start and End Time:

- Swim School programs will start and end as scheduled. We are not able to extend your lesson time if you are late. If you arrive late to the lesson, you may participate for the remaining time. However, if no one has shown up for the lesson, the coach may leave (and not give the lesson) after waiting 15 minutes beyond the start time.

9. Adult Bathroom/Changing Room Use:

- Adults and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers after practice.
- All swimmers over the age of 18, once approved to swim, will not be allowed to change or shower in the presence of swimmers who are under the age of 18.
- Swimmers who are age 18 and over should use the stalls in the common bathrooms accessible from the hallway (the girls room can be accessed near the pace clock table inside the pool area and/or from the hallway outside the pool; the boys room is located across the hallway from the pool).

10. Make-up Lessons:

- Make-up lessons are not guaranteed but may be offered as a courtesy. Each participant may request one (1) make-up lesson per session purchased **IF they notify JAX by noon the day before their lesson**. Email jaxswimming@gmail.com to request a make-up lesson. Group lesson participants will be assigned another group lesson spot for a makeup lesson, if available. Private lessons will be rescheduled, if possible.
- If a swimmer's lesson is canceled due to weather, pool/campus closures, coach illness, or unforeseen events, the swimmer will be offered a make-up lesson if possible.

- In the event we are not able to reschedule lessons that JAX cancels (due to weather, pool/campus closures, coach illness, or unforeseen events), JAX will issue a credit to be used on future swim lessons.

11. Parking:

- There is some free parking along the streets that is not part of the campus.
- All cars parked in the campus lots are required to display a parking permit. If you would like to park in a campus lot, the permits must be purchased each semester: Fall, Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it is for Jackson Swim Team to receive a reduced rate of \$32. Cars parked on campus without permits may be ticketed.

12. Parent/Guardian Policy:

- Children must be escorted on campus and supervised at all times.
- No one is allowed on the pool deck except for coaches and those who are dropping off or picking up swim lesson participants.
- Any children who come with you must be either actively participating with another JAX program (competitive team or lessons) or be supervised by another adult while you are swimming.
- JAX participants and their families are guests on the University of Memphis Lambuth campus. Everyone must abide by campus policies and directions given by campus faculty and staff. Bring any issues or concerns you may have to JAX (not campus officials) by letting your coach know and/or emailing jaxswimming@gmail.com or calling 731-300-1695.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Swimmer Code of Conduct

I will help create a safe, respectful, and friendly environment.

- I will respect all others, including my coaches, teammates, opponents, parents, officials, spectators, facility staff, and all adults and authority figures. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will not use derogatory comments, abusive language, or profanity.
- I will listen to and follow directions from my coaches. I will refrain from talking when a coach is talking.
- I will follow lane etiquette rules established by the coach at all times. This includes circle swimming, no pulling or hanging on lane ropes, and no physical contact with other swimmers.
- I will follow the **JAX Locker Room Policy**. I will not use a phone, camera, or recording device in the locker room.
- I will not physically, verbally, or in any way abuse, threaten, or intimidate another person. I will follow the **JAX Electronic Communication Policy** and the **JAX Anti-Bullying Policy**. Anyone who knows that bullying is happening is expected to tell a coach or board member.

I will behave in a way that is a credit to the JAX team.

- I will do my best in practice and in meets by starting on time, working hard, and remaining positive.
- I will remember that I am a guest at practice, meet, and event facilities. I will clean up after myself, take good care of equipment, and respect the property of others.
- I will abide by the rules and directives of University of Memphis, Lambuth. This includes pool rules, building rules, parking requirements, and traffic laws.
- I will not use tobacco products or consume alcoholic beverages and/or drugs, except for the appropriate use of over-the-counter or prescribed medications.

I will display good sportsmanship at all times.

- I will be a positive team swimmer who supports and encourages others.
- I will learn the rules and work hard to follow them. I will accept and abide by the decisions of coaches and officials.
- I will not use rough tactics, trash talk, or abusive or offensive language or gestures.
- I will maintain my composure and refrain from unsportsmanlike conduct such as throwing equipment or any other forceful action at any time.

I will follow the JAX Swimmer Code of Conduct because doing so will help me and my teammates reach our potential as athletes and young adults and will help JAX achieve its mission and vision.

JAX Swimmer Behavior Correction Steps (taken by Coaches)

STEP 1: For minor behavior issues (ex: not listening, playful disruption, rude comment), the coach on deck will give the swimmer a specific verbal correction. If the behavior continues, the coach will record the issue using On Deck (Team Unify app) with a note in the swimmer's daily practice attendance, and will notify (email and text) parents through On Deck app.

STEP 2: If the problem behavior persists or is a single serious violation (ex: mean or disrespectful behavior), the coach will remove the swimmer for 5-10 minutes. The coach will talk to the swimmer during the time out period. The coach will record the issue using On Deck (Team Unify app) with a note in the swimmer's daily practice attendance, and will notify (email and text) parents through On Deck app. The coach will also notify the Head Coach.

STEP 3: If problem behavior persists or is a single flagrant code of conduct violation (ex: abusive language or actions), the coach will remove the swimmer from the activity. Parents will be contacted (phone call) immediately and the Head Coach will be notified. The swimmer, parent, and head coach will have a conference before the swimmer may return to team activities. A behavior contract may be put into effect. The board will be informed of the behavior records and corrective steps taken.

STEP 4: Further undesirable behavior and/or violations of the behavior contract (if applicable) will result in extended suspension or removal from the team, with no refunds. Swimmers who are removed from the team may be banned from rejoining. The board will be involved in any decisions involving extended suspension or removal.

Parent Notification and Follow-up

“On Deck” app for behavior notes and parent notification:

A record of any practice issues will be kept in On Deck (Team Unify app) attendance notes. Parents may view any notes for their child(ren) through the On Deck app or their Team Unify account in the member attendance notes.

- The coach will put a brief description of the behavior issue and any correction steps, along with the coach’s name, in the attendance note.
- The coach will use a “canned message” to notify parents.
 - Email message: “A behavior note was added to your swimmer’s practice attendance for today. Please check your Team Unify account or the On Deck app in the member attendance section for more information. Any follow up initiated by the parent should occur within 1 week, and should first be with the coach who noted the behavior issue, and then with the Head Coach if needed. Communication with the coaches should be conducted outside of practice times. Thank you for helping us create an environment where all JAX swimmers can reach their potential!”
 - SMS (Text) or Push notification: “A behavior note was added to your swimmer’s attendance today. Please check your email for more info.”

The Head Coach will monitor practice notes, and will keep separate, additional records as needed.

Parent follow-up:

The coach and/or Head Coach will contact you (beyond the “canned message” notifications) as they feel is needed. Any follow up initiated by the parent should occur within 1 week, and should first be with the coach who noted the behavior issue, and then with the Head Coach if needed. Communication with the coaches should be conducted outside of practice times. The Head Coach and Jackson Swim Team Association Board will provide oversight in disciplinary procedures. Formal, written complaints, requests for a meeting, or appeals may be issued to the Head Coach and/or the Board.

JAX Swimmer Code of Conduct

As a member of JAX, I agree to abide by our team's Swimmer Code of Conduct:

- I will help create a safe, respectful, and friendly environment.
- I will behave in a way that is a credit to the JAX team.
- I will display good sportsmanship at all times.

I understand that behavior issues will be dealt with by my coach(es) and/or the JAX board according to the team Behavior Correction Steps. I have read and understand the Code of Conduct, Practice Rules, and the Behavior Correction Steps. I understand that abusive language, bullying, lying, stealing, vandalism, or use of improper/controlled substances will not be tolerated. I understand that following the JAX Swimmer Code of Conduct is in my own best interest.

I (the swimmer) will follow the JAX Swimmer Code of Conduct because doing so will help me and my teammates reach our potential as athletes and young adults and will help JAX achieve its mission and vision.

I (the parent/guardian) reviewed the JAX Swimmer Code of Conduct, Practice Rules, and Behavior Correction Steps with my swimmer(s). I understand these policies and agree to help my swimmer abide by them.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Parent Code of Conduct

The JAX Parent Code of Conduct is intended to help create a supportive environment for our swimmers and coaches so that every athlete can achieve his or her full potential. JAX parents shall act in a manner that is a credit to JAX, and serve as positive role models by adhering to the following policies:

1. JAX parents will encourage their child(ren) to swim for fun and personal improvement. JAX parents will place the emotional and physical well-being of their child(ren) ahead of any personal ambitions. JAX parents will applaud their child's efforts and will emphasize the positive. JAX parents will guide their child(ren) in following the Swimmer Code of Conduct.
2. JAX parents will support their child(ren) and the team by observing practices, cheering at meets, participating in team events, volunteering, paying dues and other incurred expenses on time, and fundraising for the team. Parents will stay engaged and involved by checking the team website, reading team emails, attending team meetings, and talking with their swimmers and the coaches.
3. JAX parents will monitor their child(ren) outside of designated practice times. Swimmers who are at practice early or stay late must be supervised by a responsible adult and must remain in designated areas.
4. JAX parents will respect and cooperate with coaches, team members, opponents, facility staff, spectators, and officials at all times. JAX parents will refrain from using vulgar or offensive language or gestures or profanity. JAX parents will use electronic media only for forms of positive communication and will follow the JAX Electronic Communication Policy. Parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
5. JAX parents, through their actions and conduct, will exhibit good sportsmanship and encourage their children to do the same at all times. JAX parents respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials.

6. JAX parents recognize that coaches are professionals and allow them to coach without interference. JAX parents leave coaching to the coaches and respect all coaching decisions such as practice group assignments, meet entries, training focus, etc. JAX parents will refrain from interrupting coaches during practice and meets. Coaches are available to talk by email, phone, or a scheduled meeting time.
7. JAX parents will not use, sell, distribute, or have any other involvement of any kind with tobacco products, alcohol, any other illegal substances or drugs, in view of any of the swimmers during a swim meet or practice. JAX parents will remember that swimming is for the child(ren) and not the parents.
8. JAX parents will bring any issues or concerns to the coach's or board's attention quickly and not gossip or let problems fester. JAX parents with a concern related to any coach or official should discuss the concern with the athlete's coach privately and in a professional manner. If the matter is not resolved, the issue should be brought to the attention of the Head Coach or a Board member. If the response is unsatisfactory, a JAX parent may submit a formal written, signed and dated statement to the JAX Board of Directors. The Board president is authorized to create a panel of 3 Board members who, in their discretion, will review the matter and make a decision that is final and cannot be appealed.

Any violation of this code will be brought to the attention of the Board of Directors, which will issue the appropriate response. This response could include one or more of the following: verbal or written reprimand, probation, or temporary/permanent suspension.

Policy Agreement: I have read, understand, and agree to abide by these policies.

(You will electronically acknowledge and agree to these policies during online registration.)

JAX Coach and Consultant Code of Conduct

The purpose of this code of conduct for coaches and consultants is to establish common expectations for all members of the staff of Jackson Swim Team. It is to be used as a guide to promote a positive team environment and good sportsmanship. This code of conduct is modeled off the coach code of conduct established by USA Swimming.

- JAX Coaches and Consultants will, at all times, adhere to USA Swimming’s rules and code of conduct. Coaches and Consultants who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- JAX Coaches and Consultants will set a good example of respect and sportsmanship.
- JAX Coaches and Consultants will act and dress with professionalism and dignity in a manner suitable to his/her profession.
- JAX Coaches and Consultants will respect officials and their judgment and abide by the rules of the event. Coaches and Consultants will treat opposing coaches, participants, and spectators with respect.
- JAX Coaches and Consultants will instruct participants in sportsmanship and demand that they display good sportsmanship.
- JAX Coaches and Consultants will conduct themselves in a positive manner and will not use derogatory comments, abusive language, or profanity.
- JAX Coaches and Consultants will win with humility and lose with dignity.
- JAX Coaches and Consultants will treat everyone fairly, justly, impartially, intelligently, and with sensitivity.
- JAX Coaches and Consultants will always place others’ well-being, health, and safety above all other considerations, including developing performance.
- JAX Coaches and Consultants will continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- JAX Coaches and Consultants will always maintain a professional separation between coach and athlete.
- JAX Coaches and Consultants will refrain from using cell phones and other electronic devices for personal or recreational purposes while on the job.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the Jackson Swim Team Board Association. Consequences could include one or more of the following: verbal or written reprimand, probation, or termination.

Agreement: I have read, understand, and agree to abide by the JAX Coach and Consultant Code of Conduct.

Coach/Consultant Signature

Date

JAX Coach and Consultant Dress Code

Recognizing the unique requirements of the pool environment, Jackson Swim Team has adopted a 'swim team casual' dress code for all consultants (including, but not limited to, coaches and administrators). Our intention is to allow our consultants to work comfortably and safely while projecting a professional image for our swimmers, prospective swimmers and their parents, and competitors. A professional dress code can greatly impact the overall perception of JAX programs and our consultants, volunteers, and swimmers, by parents, other swimmers, and prospective members of Jackson Swim Team.

- As important role models, mentors, and professionals, consultants are expected to maintain a professional appearance on and off-deck during all team events. Additionally, in accordance with USA Swimming policy and pool regulations, Coaches are expected to perform as lifeguards, if necessary; therefore, they must be attired in a fashion that does not prevent them from performing this requirement safely.

- **ACCEPTABLE DRESS INCLUDES:**
 - **Shirt:** JAX consultants are required to wear team-issued JAX T-shirts or polo-shirts during all practices, most team functions, and at swim meets.
 - **Pants/Shorts/Skorts:** Casual or athletic pants, shorts, skorts are authorized and will be worn in a professional manner.
 - **Footwear:** Coaches may wear serviceable flip-flops or other deck-safe footwear, or may go barefoot. Consultants should wear footwear appropriate for the event/venue.
 - Clothing (or swimsuit worn in the water by swim lesson instructors) will be worn in a conservative, professional manner, such that it does not expose or reveal excessive cleavage, or back, buttocks, chest, stomach, or undergarments.
 - Female suits worn for swim lesson instruction must be one piece and modest.
 - Male suits worn for swim lesson must be trunks or shorts (not a racing Speedo) and modest.
 - Swim lesson instructors may wear an athletic or swim shirt and/or shorts in the water over their swimsuit for coverage and/or warmth.
 - Swim lesson instructors who are on deck to teach lessons or coach must wear deck clothes (can be worn over the swimsuit).
 - Torn, dirty, or frayed clothing is unacceptable.

- **PROHIBITED ITEMS:** The following items do not present a professional image in the workplace, pool, or athletic field and are therefore prohibited during any team function:
 - Apparel that relates to or advertise sex, drugs, or alcoholic beverages.

- Apparel that has words, terms, or pictures that may be offensive to team members or parents. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of others.
 - Apparel that reveals excessive cleavage, back, buttocks, chest, stomach, or undergarments.
 - Tattoos that relate to or advertise sex, drugs, or alcoholic beverages, or that have words, terms, or pictures that may be offensive to team members or parents, must be covered.
 - Any other article of clothing or any visible tattoos that do not meet the intent of this policy are prohibited.
- ENFORCEMENT
 - The Head Coach is responsible for enforcing the dress-code of all other coaches. Recurring violations will be reported to the Board of Directors. The Board of Directors is responsible for monitoring the Head Coach for compliance, and will provide oversight for all consultants.

Above is adapted from:

https://www.teamunify.com/cormrst/_eventform_/118272_RMR%20Policy%205.3%20-%20Dress%20Code.pdf?team=cormrst

Agreement: I have read, understand, and agree to abide by the JAX Coach and Consultant Dress Code.

Coach/Consultant Signature

Date

Extreme Weather Emergency Action Plan and Policy:

In the case of extreme weather including but not limited to:

- Lightning within 10 miles
- Tornado Warning
- Severe Flood Warning
- Severe Winter Weather Warning

The JAX staff will take immediate action removing all groups from the water and moving them into the hallway safe from the exterior walls.

After swimmers are removed from the water a supervising coach or team leader will decide follow-up actions based on the severity of the full weather report within 10 minutes.

- A. Cancel current and remaining practices for the night.
- B. Cancel current practice and delay decision on further practices.
- C. Continue current practice out of water and delay decision on further practices.

All decisions will be made with the safety and security of the swimmers and their families in mind. All decisions will be communicated to families via the Team Reach App. The weather will be closely monitored at all times using the Weather Bug App and the Lightning Alert App.

JAX Locker Room Policy

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

MONITORING

Coaches try to recognize when an athlete goes to the locker room during practice and, if they do not return in a timely fashion, will check on the swimmer's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach know about this in advance.

If a child needs assistance with his or her suit or gear, or a swimmer's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the athlete.

JAX has staggered practices and lesson times, with different groups arriving and departing throughout the afternoon and evening. It is therefore not practical to constantly monitor locker rooms over this extended course of time. While we do not post a coach or parent inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches or parents conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

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

Athlete Electronic Communication Policy

Purpose:

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team.

Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times.

Expectations:

The club holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

Things to remember: Texting

- Text messages and photos can be saved or screen-shot. Once the message is transmitted, the sender does not have control.
- Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- It is typically more effective to discuss an issue in person.

Things to remember: Social Media

- Once you post something online, it is public and permanent--even if you delete it.
- Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.
- Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft.

Action Plan to Address Bullying

USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club.

Purpose:

Bullying of any kind is unacceptable at the Jackson Swim Team (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 Jackson Swim Team 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.

1. Keep all the involved children separate.
2. Get the story from several sources, both adults and kids.
3. Listen without blaming.
4. Do not call the act “bullying” while you are trying to understand what happened.
5. 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 has 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 do not 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 do not 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 do not 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. Do not give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



Minor Athlete Abuse Prevention Policy (MAAPP)
(Provided by USA Swimming)
Effective: September 1, 2021)

THIS POLICY APPLIES TO:

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

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

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

DEFINITIONS

Athlete: A USA Swimming athlete member.

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

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

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

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

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

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

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

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

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

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

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

EXCEPTIONS

[Note: Exceptions apply only where specified]

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

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

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

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

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

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

- c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

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

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

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. USA Swimming is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:

- i. When a Dual Relationship exists; and/or
- ii. When the Close-In-Age Exception applies.

b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the USA Swimming, which can be withdrawn at any time.

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

ELECTRONIC COMMUNICATIONS

I. Content

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

II. Open and Transparent

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

- b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

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

IV. Hours

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

V. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” USA Swimming’s official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;

- iii. When the Close-In-Age Exception applies; and/or
- iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with USA Swimming must be USA Swimming non-athlete members of USA Swimming.

[Recommended]

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

- a. An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

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

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

USA Swimming must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of USA Swimming.

IV. Use of Recording Devices

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

V. Undress

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

VI. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. USA Swimming must abide by such a request.

VII. Monitoring

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

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

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

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

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

II. Additional Minor Athlete Requirements

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

APPENDIX A

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

ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES

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

A. Organizational Requirements for Education & Training

1. USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.
2. USA Swimming must, on an annual basis, 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, on an annual basis, offer training to parents on the prevention and reporting of child abuse.

B. Required Prevention Policies and Implementation

1. USA Swimming must develop minor athlete abuse prevention policies that contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
 - a. One-on-one interactions
 - b. Meetings and training sessions
 - c. Athletic training modalities, massages, and rubdowns
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

3. USA Swimming must also require that its LAOs implement these policies within each LAO.
4. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.
 - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization must take steps to ensure the policies are implemented and followed.
 - b. For In-Program Contact that occurs outside an Organization's sanctioned event or facilities, implementing these policies means:
 - i. Communicating the policies to individuals under its jurisdiction;
 - ii. Establishing a reporting mechanism for violations of the policies;
 - iii. Investigating and enforcing violations of the policies.
5. USA Swimming must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization's minor athlete abuse prevention policies. USA Swimming must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

C. Policy Approval and Submission Process

1. Each NGB, PSO, and the USOPC may adopt the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at compliance@safesport.org for review and approval by January 31, 2021. 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. NGBs must require their LAOs to incorporate the mandatory components of Part III. NGBs may require that their LAOs implement the NGB's policies, which may be more stringent than the policies in Part III.
3. An NGB may, in its discretion, require its National Member Organizations (NMO) to implement these policies.
 - An NGB that chooses to require its NMOs to implement the Education & Training Policy must obtain advanced, written approval from the Center to expand the training access to additional persons. Requests must be submitted to ngbservices@safesport.org.
4. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section.

Jackson Swim Team Policy Handbook Agreement:

I have read, understand, and agree to abide by the Jackson Swim Team Policy Handbook, including the Minor Athlete Abuse Prevention Policy.

(You will electronically acknowledge and agree to these policies during online registration.)