



Making Waves from Ripples to Tsunamis!

Policy Handbook

Proposed July 30, 2023

HVA Current Policy Handbook

The Hampton Virginia Current (HVA Current *or* HVAC) mission provides the Hampton Roads area swim community opportunities to support and develop the characteristics, mental toughness, and physical skills necessary to excel in and out of the pool.

We believe in meeting each swimmer where they are – and helping them achieve their personal best. We believe an integrated team is a cohesive team – swimmers of every ability can teach and learn from one another under the guidance and mentorship of coaches who encourage, support, and provide appropriate challenges and promote the normalization of excellence.

HVA Current seeks to provide the best possible coaches supporting our mission and philosophy. Our coaches are dedicated to continuing their education about technical instruction, motivational practices, and childhood development. To further this commitment, our team invests in its coaches' continued education through USA Swimming and American Swimming Coaches Association classes, special clinics, and trainings. Our coaching team strives to work as one unit to support and help one another become the very best – so we can offer our swimmers the very best in return. Furthermore, our team is working to become the first major USAS Club Team whose coaching staff is trained in and follows the American Development Model for developing swimmers.

Our non-profit club is run by an elected Board of Directors, which meets monthly. All members of the Hampton VA Current are welcome at each meeting and encouraged to be involved in team planning and activities. The volunteer efforts of our parents and families support all Hampton, VA, Current competitions and activities.

There are a lot of great reasons to swim - at any level. As a life-long activity, people often swim to have fun and spend time with friends. Swimming also encourages a healthy lifestyle and builds self-confidence. Swimmers even benefit from the sport out of the water. They learn goal setting, teamwork, and time management skills.

Non-discrimination Policy

The Hampton VA Current values each of its coaches and athletes as unique individuals. We welcome the variety of experiences each person brings to our club. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel you have been



discriminated against, please reach out to our Head Coach or Board President as soon as possible.

Unfortunately, sports, including swimming, can also be a high-risk environment for misconduct, including physical and sexual abuse. **All forms of misconduct are intolerable and in direct conflict with the values of USA Swimming.**

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem, and negative impacts on their relationships with family, friends, and the sport.

Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of our sport entirely. The US Center for SafeSport is a separate, independent organization that oversees all sexual misconduct in Olympic sports. They created the Minor Athlete Abuse Prevention Policies to set a baseline for acceptable safety standards governing interactions between adults and minor athletes.

USA Swimming is committed to fostering a fun, healthy, and safe sport environment for all its members. We all must recognize that the safety of swimmers lies with all those involved in the sport and is not the sole responsibility of any one person at the club, LSC, or national level.

The US Center for SafeSport, USA Swimming, and the HVA Current are committed to safeguarding all our members with the welfare of its athlete members as a top priority.

Minor Athlete Abuse Prevention Policies



SAFE SPORT

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

General Requirements

USA Swimming member clubs and LSCs 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, coaches, and other non-athlete

members of member clubs on an annual basis, with such written agreement to be retained by the club.

One-on-One Interactions

1. **Observable and Interruptible:** One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
2. **Meetings**
 - a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - 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 Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.
3. **Meetings with Mental Health Care Professionals and/or Health Care Providers:** If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - The door remains unlocked;
 - Another adult is present at the facility;
 - The other adult is advised that a closed-door meeting is occurring; and
 - Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to HVAC.
4. **Individual Training Sessions:** Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

Social Media and Electronic Communications

1. **Content:** All electronic communication from Applicable Adults to minor athletes must be professional in nature.
2. **Open and Transparent**
 - a. Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.
 - b. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
3. **Requests to Discontinue:** Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by HVAC, the LSC, or by an Applicable Adult subject to this Policy. The organization 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.
4. **Hours:** Electronic communications must only be sent between the hours of 8:00 am and 8:00 pm unless emergency circumstances exist or during competition travel.
5. **Prohibited Electronic Communication:** Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes, and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes unless the Applicable Adult 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" HVAC and/or LSC's official page.
6. Applicable Adults with authority over minor athletes must not send private, instant, or direct messages to a minor athlete through social media platforms.

Travel

1. **Local Travel**

- a. Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).
- b. Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle unless otherwise agreed to in writing by the minor athlete's legal guardian.
- c. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

Team Travel

- a. Definition: Team travel is travel to a competition or other team activity that the organization plans and supervises.
- b. During team travel, when doing room checks using two-deep leadership, two Applicable Adults should be present. Observable and interruptible environments must be maintained.
- c. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with the said Applicable Adult.
- d. Team Managers and Chaperones who travel with HVAC or the LSA must be USA Swimming members in good standing.
- e. Applicable Adults must not share a hotel room, other sleeping arrangement, or overnight lodging location with an athlete.
- f. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and similar age.
- g. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

Locker Rooms and Changing Areas

1. **Requirement to Use Locker Room or Changing Area:** The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
2. **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 Applicable Adult, is prohibited.

3. **Undress:** An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin, or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin, or genitals to the unrelated Applicable Adult under any circumstance.
4. **One-on-One Interactions:** Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
5. **Monitoring**
 - a. HVAC will regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Every effort will 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. Locker rooms and changing areas may be monitored by use of the following methods:
 - b. Conducting a sweep of the locker room or changing area before athletes arrive;
 - c. Posting staff directly outside the locker room or changing area during periods of use;
 - d. Leaving the doors open when adequate privacy is still possible; and/or
 - e. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
6. **Legal Guardians in Locker Rooms or Changing Areas:** Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian, and the legal guardian should notify a coach or administrator in advance.

Massages and Rubdowns / Athlete Training Modalities

1. **Definition:** In this section, the term "Massage" refers to any massage, rubdown, or 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.).

2. **General Requirement:** Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to HVAC.
- b. Legal guardians must be allowed to observe the massage.
- c. Any Massage of a minor athlete must be done with at least one other adult 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 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.

USA Swimming Athlete Protection Policies

Article 305: Athlete Protection Policies

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

- **305.1:** Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually-oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
- **305.2:** Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional.

Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

- **305.3:** Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms, or locker rooms.
- **305.4:** Employees and volunteers of USA Swimming, Zones, LSCs, and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc., who only have limited contact with athletes during a meet. Any individual who is banned, currently suspended, or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator or otherwise being on deck at any time in connection with a USA Swimming activity.
- **305.5:** Travel Policies
 - a. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.
 - b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
 - c. When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
 - d. Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.
- **305.6:** Clubs shall establish their own action plans for implementing USA Swimming's anti bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches, and other non-athlete members of the club.
- **305.7:** Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches, and other non-athlete members of the club.

Article 306: Sexual Misconduct Reporting Requirements

- **306.1:** It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.7 to USA Swimming's Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- **306.2:** Filing a knowingly false allegation of sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.
- **306.3:** Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

Article 307: Prohibitions Against Retaliation for Good Faith Reporting of Abuse

- **307.1:** No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.12.
- **307.2:** For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.12 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities, or team membership privileges.

USA Swimming Best Practice Guidelines

All USA Swimming members are required to abide by the Code of Conduct. In addition to that Code, USA Swimming publishes the following Best Practice Guidelines. The Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes. Clubs are encouraged to use the Best Practice Guidelines to develop policies that can be implemented at the local level.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private or one-on-one situations should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings, and/or other activities, two-deep leadership, and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes, they shall be of the same gender and should be of a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, a chaperone and/or team manager is permitted to share a room with two or more athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete, and written consent should be given by the athlete's parents (or legal guardian).
9. When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of

what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to side hugs, and handshakes.

15. Coaches should not initiate contact with or accept supervisory responsibility for athletes' outside club programs and activities.
16. Coaches should not engage in sexual intimacies with a former athlete for at least two (2) years after the cessation or termination of professional services. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after two (2) years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation in light of all relevant factors, including:
 - a. The amount of time that has passed since the coach-athlete relationship terminated;
 - b. The circumstances of termination;
 - c. The athlete's personal history;
 - d. The athlete's current mental status;
 - e. The likelihood of adverse impact on the athlete and others; and
 - f. Any statements or actions made by the coach during the course of the athlete coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
 - g. Both the athlete and the coach must be 18 years of age or older.

Athlete Code of Conduct and Activity Policy

The following code (along with the USA Swimming Code of Conduct) is in effect throughout the 2018-19 season and all activities contained within said season. Additionally, anyone, who acts in a manner that would interfere with the activity objectives listed below, will be subject to return home **(at the expense of the individual involved)** as well as other possible punishments, including future status with the club. Note that ALL members involved with a team activity (Coaches, Athletes, and Chaperones) must be members in good standing with USA Swimming.

1. All team members are expected to behave in an exemplary manner. The reputation of the HVA Current, the coaching staff, and the athletes is dependent on your behavior.
2. The coaching staff holds the final word on any rules, regulations, or disciplinary action throughout the team activity.

3. The consumption or usage of any illegal substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team/sport affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the team.
4. At no time will male and female team members be alone in a non-public area of the opposite gender. The only exception would be if swimmers are in the presence of the coaching staff or chaperone while under two-deep direct supervision. This applies to ALL members of any team activity.
5. Regardless of gender, a coach or chaperone shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach or chaperone is the parent, guardian, sibling, or spouse of that particular athlete). If this occurs and an additional athlete shares the room, then all must be of the same gender. In addition, the additional athlete's parents must provide written consent.
6. No team meetings or activities may be missed. Be punctual to all meetings and activity times.
7. No team member may be out of his or her room after the assigned bedtime/curfew. Permission must be obtained from the Head Coach to leave the room past this time. The head coach will also establish a "lights out" time.
8. When visiting public places, athletes must stay in groups of no less than three persons.
9. Any damages or thievery incurred during any activity will be at the expense of the swimmer, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in public areas, and such behavior will be kept to a minimum.
10. All team members will be polite in public areas, including restaurants. If applicable, leave a 15% tip. If there has been a problem with the service, see a member of the coaching staff.

Parent Code of Conduct

As a Parent of the HVA Current, I will abide by the following code of conduct:

- Commit to the HVA Current's Mission, the HVA Current's Vision, and demonstrate the Current's values of TEAM, Integrity, Grit, Excellence, Respect, and Sportsmanship.
- Practice teamwork with all parents, swimmers, and coaches by supporting the values of cooperation, loyalty, commitment, and hard work.
- Refrain from coaching or instructing the team or any swimmer at training sessions or meets (from the stands or any other area) or interfering with coaches on the pool deck.



- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and coaches at meets and practices.
- Enjoy involvement with the HVAC team by supporting the swimmers, coaches, and other parents with positive communications and actions.
- Maintain self-control at all times and know my role. Swimmers - swim, Coaches - coach, Officials - officiate, Parents - parent.
- Communicate with the coaching staff either before or after a swim practice or meet session.
- Hold questions or concerns regarding decisions made by meet officials or coaches during meets until the end of the meet session. Direct questions to a member of the HVAC coaching staff only.
- Express problems with any coach, swimmer, parent, or official within HVAC immediately to your child's coach first. If that is unsatisfactory, bring it to the attention of the head coach. If you're still not satisfied with the response, then submit in writing a formal complaint to the HVAC executive board. All such issues must be documented, signed, and dated.
- Refrain from using audio or visual recording devices, including a cell phone camera, in changing areas, restrooms, locker rooms, or on the pool deck.
- Refrain from consuming alcohol, tobacco products, or illegal drugs at any HVAC event.
- Comply with the HVAC social media and electronic communication policies, which can be found in the HVAC Policy Handbook.

HVAC will not tolerate sexual harassment or intolerance of any kind, including but not exclusive to harassing others because of race, ethnicity, socio-economic status, and/or sexual orientation/identification.

Coach Code of Conduct

- The coaching staff at Hampton Virginia Current (HVA Current) promotes a positive team environment and good sportsmanship for all our athletes.
- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.

- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

HVAC Anti-Bullying Policy

Bullying of any kind is unacceptable at HVA Current (HVAC) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. HVAC is committed to providing a safe, caring, and friendly environment for all our members. If bullying does occur, it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member, staff member, or other trusted adult who can relay the situation appropriately.

Objectives of the HVAC Bullying Policy and Action Plan:

- To make it clear that HVAC will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents, and swimmers an understanding of what bullying is.
- To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make it clear and understandable how to report bullying.
- To spread the word that HVAC 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 Article 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:

1. Causing physical or emotional harm to the other member or damage to the other member's property,
2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property,
3. Creating a hostile environment for the other member at any USA Swimming activity,
4. Infringing on the rights of the other member at any USA Swimming activity, or
5. 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:

1. Talk to his or her parents.
2. Talk to an HVAC coach, board member, staff member, or other trusted adult.
3. Write a letter or email to the HVAC coach, board member, staff member, or other trusted adult who can relay the situation appropriately.
4. 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 HVAC Coaches Will Handle Bullying Situations

If bullying is occurring during team-related activities, HVAC coaches will **STOP THE 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 intervening.



If bullying is occurring at our club or it is reported to be occurring at our club, the HVAC coaching staff will address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach.

HVAC COACHES FINDING OUT WHAT HAPPENED

1. First, HVAC coaches get the facts.

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

2. Then, HVAC coaches 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:
- c. What is the history between the kids involved?
- d. Have there been past conflicts?
- e. 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.
- f. Has this happened before? Is the child worried it will happen again?
- g. 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 bullying behavior.
- h. Once it is determined if the situation is bullying, support all of the kids involved.

3. HVAC coaches support the kids who are being bullied.

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

- c. 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.
- d. Develop a game plan. Maintain open communication between the Club and parents.
- e. Discuss the steps that will be taken and how bullying will be addressed going forward.
- f. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. HVAC coaches address the 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 was bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them.
 - ii. In other words, there may be some insecurity involved.
 - iii. Other times kids act out because of 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 was bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share

equal blame. Facing those who have been 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 is 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. HVAC coaches support any bystanders who witness bullying.** They want to help but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- g. Be a friend to the person being bullied.
 - h. Tell a trusted adult - your parent, coach, or club board member.
 - i. 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."
 - j. Set a good example by not bullying others.
- 6. HVAC coaches will not give the bully an audience.** Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

HVAC Locker Room Monitoring Policy

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

Facilities

The HVA Current practices at the Hampton Virginia Aquaplex, 1908 Coliseum Drive. The location has a changing area that is shared with the general public, as well as family changing/bathrooms. As such, there are likely to be people who are not associated with HVAC in the changing area around the time of practice, such as swim lesson students and parents. Coaches will use the private family bathrooms, and parents/guardians/spectators are encouraged to use the bathrooms on both the first and second floors that are unattached to the locker rooms.

Monitoring

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition, and if they do not return in a timely fashion, we will check on the athlete'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 or administrator know about this in advance. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight) or an athlete's disability warrants assistance, then we ask that parents take their child to the designated family bathrooms for this purpose. If that is not possible, please notify the coach prior to entering the locker room area to assist your swimmer. HVAC has staggered practices, with different groups arriving and departing throughout the day. It is, therefore, not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post coaches inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches conduct these sweeps using two-deep leadership, 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 of 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 areas: **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.*

HVAC Electronic Communication Policy

Purpose

HVA Current (HVAC) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While HVAC acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with minors.

The purpose of this policy is to ensure best practices are followed as determined by USA Swimming. This policy is not intended to encourage swimmers to register for membership in the various forms of electronic social media. Parents are still responsible for ensuring they are adhering to the rules and regulations for each of these sites.

General Content

All communications between a coach (or other adult) and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the US Center for SafeSport's Minor Athlete Abuse Prevention Policies and the USA Swimming Code of Conduct regarding Athlete Protection.

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

- drugs or alcohol use, sexually-oriented conversation, sexually explicit language, sexual activity,
- the adult's personal life, social activities, relationship or family issues, personal problems, or
- inappropriate or sexually explicit pictures.

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues, or personal problems must be transparent, accessible, and professional.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible, and Professional**.

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

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

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the program. This includes word choices,

tone, grammar, and subject matter that model the standards and integrity of a staff member.

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

Facebook, Blogs, and Similar Sites

Coaches may have individual social media pages, but they are not permitted to have any athlete member of HVAC join their personal page as a "friend," even if it is a professional account. A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes cannot "private message" each other through Facebook and are not permitted to "instant message" each other through Facebook chat or other IM methods. HVAC has an official Facebook page where athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information unless the coach's page is intended for professional purposes (meaning, not for personal connections). It is at the coach's discretion whether or not he/she allows swimmers to "friend" them after they have graduated high school and moved on. Even then, it can only be after the swimmer has completely departed from the HVAC program and is at least 18 years of age.

Twitter, Instagram

HVAC has official Twitter and Instagram pages that coaches, athletes, and parents are encouraged to follow for information and updates on team-related matters. Coaches and athletes may follow each other on Twitter or Instagram as long as the contact is professional. Coaches cannot "favorite" or "retweet" an athlete's post unless it pertains to the program and is not inappropriate or condescending in any context. Coaches and athletes are not permitted to "direct message" each other through Twitter or Instagram. *Reminder to Swimmers:* Be cognizant of what you are posting, the language you use, and how others may perceive it. If you plan on going to college (and continue swimming or not), this is a popular outlet for admissions offices to decide whether or not they accept a student to their school.

Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8:00 am until 8:00 pm. All texting shall only be used for the purpose of communicating information directly related to team activities.



There are only two exceptions in relation to appropriate times during the day. The first is allowing swimmers and coaches who have 5:00 am-7:00 am practices to text during those times only in the event of an emergency situation (i.e., a swimmer's car breaks down on the way to practice). The second is for those swimmers whose practice goes until 8:30 pm. They may text their group coach up until 9:00 pm, but only in the event of an emergency situation.

HVA Current recommends that athletes set up a "group text," which includes at least one parent and their coach (or coaches) at the beginning of the season. This text group ensures that a parent always receives a copy of texts between the swimmer and coach.

HVAC Photography Policy

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed.

- The publishing of a photograph of swimmers under 18 either on a notice board or in a published article or video recording (including video streaming of swimming competitions) should only be done with parents' consent. A Photography Waiver is included with the registration process.
- A parent or guardian has the right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing.
- In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in the meeting information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.
- All photographs must observe generally accepted standards of decency.
- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker rooms or bathrooms.

- HVAC Coaches and Staff may only take photographs or videos of athletes for a specific purpose that pertains to club business.

HVAC Preliminary/Final Meet Participation Policy

The following guidelines will govern procedures used at Prelim/Final Meets.

- When attending a Prelim/Final Meet, it will be expected that any swimmer who qualifies for finals during the course of a meet will attend and compete at those finals for the team.
- The parents of the swimmer(s) may pre-arrange scratching from finals (for the duration of the meet) with their group coach no later than 48 hours prior to the start of the meet, with a stated reason and discussion with the swimmer's group coach.
- Swimmers and/or parents will not decide to scratch from finals during the course of a meet.
- Any qualifiers and alternates in a preliminary event should be prepared to return and compete at a finals session due to potential scratches. After the scratch deadline passes, a swimmer should check the final results to see if he/she has been scratched into a final.
- Swimmers who are alternates after the stated scratch deadline for an event should speak with their group coach to discuss options and determine attendance for that finals session.

HVAC Team Travel Policy

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting - new changing areas, locker rooms, workout facilities, automobiles, and hotel rooms - is less structured and less familiar. Team Travel is defined as overnight travel to a swim meet or another team activity that is planned and supervised by the club or LSC.

Travel Policy

Section 1: USA Swimming Required Policies

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



- Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club. (305.5.D)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming criminal background check. (305.5.B)
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach. (305. SC)

Section 2: Recommended Policies

- During team travel, when doing room checks, attending team meetings, and/or other activities, two-deep leadership, and open and observable environments should be maintained.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior written parental permission is obtained.
- During overnight team travel, if athletes are paired with other athletes, they shall be of the same gender and should be of a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete, and written consent should be given by the athlete's parents (or legal guardian).
- When only one athlete and one coach travel to a competition, at the competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' rooms and no female athletes in male athletes' rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- HVAC coaches should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- HVAC coaches should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by the team each day of the trip.
- Team members and staff traveling with the team will attend all team functions, including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.

- The directions & decisions of coaches/chaperones are final.
- Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- The Head Coach or his designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3: Other Policies

The following, organized by topic, is a bullet-point list of additional travel policies to consider.

Safety

- Additional guidelines to be established as needed by the coaches;
- Supervised team room provided for relaxation and recreation;
- Respect the privacy of each other;
- Only use hotel rooms with interior entrances; and
- *Must wear seat belts and remain seated in vehicles.*

Behavior

- Be quiet and respect the rights of teammates and others in the hotel;
- Be prompt and on time;
- Develop cell phone usage guidelines;
- Develop computer use guidelines, including social media;
- Respect travel vehicles;
- Establish travel dress code;
- Use appropriate behavior in public facilities;
- Establish two different curfews - in own rooms and lights out;
- Must stay in assigned hotel room; and
- *The needs and well-being of the team come first.*

Financial

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

General

- Establish fair trip eligibility requirements;
- Establish age guidelines for travel trips;
- Parent(s) responsible for getting swimmer(s) to stated departure point; and
- Requirements for families to attend & Team Travel Meets & Code of Conduct/ Honor Code.

Required:

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

Recommended:

- Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public at all times.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- No "deck changes" are permitted. This includes females changing into bikini tops. Athletes are expected to use available changing facilities.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and HVAC. Athlete behavior must positively reflect the high standards of the club.
- Swimmers are to refrain from inappropriate physical contact at team activities and events.
- Swimmers are to refrain from the use of inappropriate language.

Disciplinary Actions

Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

1. Dismissal from the trip and immediate return home at the athlete's expense;
2. Disqualification from one or more events or all events of competition;
3. Disqualification from future team travel meets;

4. Financial penalties;
5. Dismissal from the team; and/or
6. Proceedings for a LSC or USA Swimming National Board of Review.

HVAC Honor Code

HVA Current team members recognize, agree and conform to the responsibilities of the Honor Code while representing HVAC and personally acknowledge that it is a privilege to be a team member! Each member is expected:

- To conduct myself to be a worthy team member.
- To conduct myself in a manner to earn the respect and confidence of others.
- To act/conduct myself with dignity and with respect for others and their property.
- To promote positive team spirit and morale.
- To strive to do my best and encourage all team members to do the same.
- To deal justly, kindly, impartially, and intelligently with all my fellow team members.
- To be a responsible goodwill ambassador between the sport of swimming and the greater community.
- To follow the HVA's Current training and competition expectations.
- To follow the Virginia Swimming and USA Swimming Codes of Conduct.
- To do my very best to bring the highest possible credit and regard to myself, HVAC, Virginia Swimming, and USA Swimming.

HVAC Behavioral Policy

HVA Current team members are expected to behave appropriately and abide by all policies and procedures set forth, including this document, by the HVAC Head Coach and Board of Directors. In general, the Head Coach will utilize progressive discipline. The unique circumstances of each individual case will be considered before a decision regarding appropriate behavioral modifications is made. Every behavioral modification plan will involve a personal contact or conference with the parent or guardian from the group or head coach.

The athlete's behavior, based on the infraction, will determine the progressive nature of discipline. Possible consequences include but are not limited to the following:

- Verbal or Written Warning
- Parent Conference
- Behavior Modification Plan
- Suspension
- Expulsion

Any use of the below will result in immediate suspension and/or expulsion from the HVA Current:

- Alcoholic Beverages
- Tobacco Products
- Drugs (other than those prescribed by a physician)
- Weapons

Terms of suspension shall be outlined by the Head Coach through a Behavior Modification Plan and must be adhered to by those involved in order to be reinstated at the end of the suspension period. During the suspension period, athletes will continue as HVAC team members, and thereby, all fees are still due from the athlete and/or family. The athlete cannot be reinstated until all fees are paid in full. In addition, all team support requirements remain the responsibility of the athlete/family.

HVAC Meet Declaration Policy

- Each season, families will be required to declare their meeting intentions on the Team Website. All families will need to log in and state if their athlete(s) will or will not be available to attend each swim meet that, is available to the swimmer!
- Declarations **MUST** occur whether attending the meet or not. Coaches will enter ALL swimmers into appropriate meets unless **DECLINED** and with a stated reason for declining.
- The declaration deadlines for meets will be announced near the beginning of each season. This will allow the necessary time for the coaching staff to process the declarations. The winter season deadline for meets late in the season may be delayed.
- Upon receiving a meet entry, the team admin, your lead coach, or other representative will send out an email stating the closing declaration deadline.
- Families will be able to change their declarations any time up to the declaration deadline (at least 72 hours prior to meeting entry having to be completed by the coaching staff) through the website!
- There will be no changes allowed to the swimmer's declaration after the closing declaration deadline has passed!
- Families will be responsible for all associated meet fees if declared to swim, regardless of attendance at the meeting!

HVAC Event Support Policy

Experienced workers are essential to our success. The biggest benefit of hosting these meets is they provide our athletes with high-quality competition while minimizing travel expenses for our families.

For every meet HVAC attends or hosts, families should be prepared to provide support regardless of whether or not their swimmer(s) are participating in the HVAC-hosted meet. Opportunities to assist will occur pre-meet, during the meet, and post-meet. Since this is HVAC's inaugural year, we are still developing the process for determining the jobs needed.

Prior to each meeting, our Event Support Coordinator will send an email to announce that the sign-up is open. Please prioritize these emails as they will provide details about our meets as well as the event support specifics. In some circumstances, HVAC is able to lower the family requirement for a specific meet. This can be due to a number of variables (length of the meet, number of pools being used, etc.) If the requirement is lowered, our Event Support Coordinator will notify team families.

Families are strongly encouraged to work their sessions.

HVAC has no interest in collecting money or fees from families who cannot or will not volunteer. To that end, if a family does choose to "Hire a Sub" for a meet (we suggest \$25-50 per session), you can arrange this through the Parent's Facebook page or other communications. Please notify the Event Support Coordinator of the arrangement, and the Event Support Coordinator will confirm the arrangement with your replacement. Those who do not sign up, hire a sub or show up for their event support shifts are automatically assessed a financial penalty of \$100 per session. This ensures that HVAC can provide adequate staffing at any meeting we host or attend.

HVAC Apparel Policy

HVA Current is a championship program, and we want to always look professional as a team on the deck. To make it easier to achieve this goal, we are working on attaining a sponsorship for the club that will enable the club to lower its costs and, therefore, our membership dues. In return, the club will commit to wearing that branded athletic gear. Until that sponsorship is secured, The uniform requirements are as follows:

- All HVAC swimmers are required to wear the designated team t-shirt(s) at competitions.



- All swimmers that choose to wear a swim cap are required to wear the designated team cap at competitions.
- All HVAC swimmers must wear the required HVAC team suit to competitions.
- In championship meets, swimmers 13 and older may be expected to purchase a Championship Technical Suit. For swimmers under 12, a Championship Technical Suit is optional, but athletes may only wear those approved for 12 & Unders. At Junior Nationals, US Open, Nationals, and Olympic Trials, then a 12 and under athlete may wear ANY Technical Suit of choice.
- Additional Note: Female athletes are allowed to wear a bikini top so the straps of a technical suit do not become uncomfortable. However, the athlete is to cover the bikini top with a TEAM t-shirt or TEAM Warm-up at all times.

HVAC Inclement Weather Policy

While the HVA currently holds practices in an indoor facility, there are circumstances from time to time that warrant practice delays and/or cancellations. When threatening weather is in the area, we recommend that parents stay and watch practice, remain in close proximity to the pool, or arrange for a ride home for their swimmer if the practice is called off early due to weather conditions.

During the winter season, HVAC is subject to weather-related decisions made by the City of Hampton. If the City calls for delays, cancellations, or early dismissals, practice times may be adjusted accordingly. Please watch for alerts, emails, Social Media pages, and changes on the team calendar.

ACKNOWLEDGEMENT OF HVAC's MINOR ATHLETE ABUSE PREVENTION POLICY

I acknowledge that I have received, read, and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with the HVA Current.

Name: _____

Signature: _____

Date: _____

