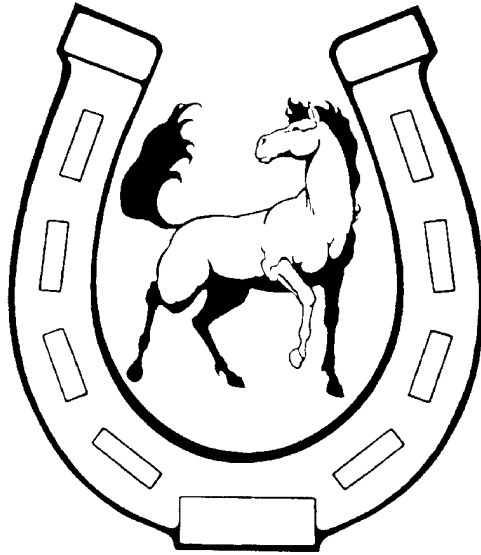


Barrington Swim Club
Policies and Procedures

Version R4.00.01

Effective
February 1, 2013



BARRINGTON SWIM CLUB
POLICIES AND PROCEDURES
FEBRUARY 2013

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BSC Policies and Procedures R04.00.01 Effective February 01, 2013

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Policies

100.

General

1. Policies and Procedures are approved by the Barrington Swim Club Board.
2. The Board shall review and update the policies following the new board election at the Annual General Meeting or a minimum of every two years.

101.

Club Registration and Governance

1. Barrington Swim Club shall be registered with the Illinois Local Swimming Committee of USA Swimming, Illinois Swimming Inc. (ISI).
2. All activities shall be conducted according to the rules and codes established by the sport's respective national governing bodies, including but not limited to Illinois Swimming Inc (ISI) and USA Swimming.
3. All Board members shall be members in good standing and have at least one swimmer who is a registered member of USA Swimming.
4. All athletes shall be duly registered as current members of their respective national governing body, such as USA Swimming prior to entering the water.
5. All events hosted by Barrington Swim Club shall be sanctioned by Illinois Swimming, or the sport's respective governing bodies; however, coaches may run a simulated meet at the start of the season, which would not need to be sanctioned.

102.

Board of Directors

1. Board positions will be in accordance with club by-laws unless otherwise amended in the by-laws.
2. The Executive Officers of the Board will be in accordance with club by-laws unless amended in the by-laws.

103.

Registration

1. Eligibility- In order to be eligible to register for the club:
 - a. The athlete shall reside within Illinois School District 220 boundaries. Exceptions will only be allowed if they meet all contractual guidelines between District 220 and Barrington Swim Club.
 - b. The athlete shall meet the criteria as established by the head coach.
 - c. The athlete shall read and agree by signature to the "BSC Swimmer Code of Conduct".
 - d. The parent or legal guardian shall read and agree by signature to the "BSC Parent or Guardian Code of Conduct"
 - e. Renewing athletes shall have their accounts paid in full by April 1st following Fall/Winter season. Failure to pay outstanding fees shall result in ineligibility for membership renewal. Exceptions are determined on an individual basis and are at the discretion of the Officers of the club.
 - f. Athletes joining club shall have been invited to join by the Head Coach after the coaches have observed the swimmer.

2. Fees-
- a. Fees will be determined by the Treasurer and approved by the Board prior to registration.
 - b. Fees may be paid annually or in installments as determined by the Board.
 - c. For those registering after the start of the season, fees will be prorated only if the Club has completed one full month of practice for the current season. The installment payment option will not be available for registrants.
 - d. Fees can be paid through automatic checking account withdrawals or can be charged to a credit card. If paying by cash or check, a fee will be charged for any current balance not received by the 15th of the month. There will be no exceptions. Failure to pay the balance for two consecutive months will result in the swimmer being removed from practice until the balance is paid in full.
 - e. All athletes requesting a refund must do so in writing. The Officers and Head Coach will review each case individually.
 - f. All refunds will be minus the ISI fee and a processing fee of \$25.

104.

Parent or Guardian Responsibilities

1. Athletes shall be the responsibility of the parent or guardian except when they are on deck during assigned practice time, meets, or during team sponsored events.
2. Parents or Guardians are strongly encouraged to accompany all athletes before and after practice and, where possible, to supervise the locker rooms.
3. Unaccompanied athletes shall not arrive more than fifteen minutes prior to scheduled practice/event start time.
4. Unaccompanied athletes shall not leave more than fifteen minutes after the end of scheduled practice/event time.
5. A late fee may be assessed to each family for every fifteen minutes athletes are present outside of designated practice/event time.
6. Late fee rules apply will also apply to pick up and arrival when transportation to any event is provided by the club, including but not limited to team bus transportation to dual meets.
7. Late fees shall be \$25 for each fifteen-minute period or part thereof.
8. Athletes may not return to practice until all late fees are paid in full.
9. Parents or guardians are not permitted on the pool deck at any time during practice or events unless specifically involved as an assigned volunteer in a position that requires deck presence.
10. Parents and Guardians must abide by all BSC and District 220 rules and guidelines during all BSC sponsored practices and events, both home and away.

105.

Apparel

1. Club suits and caps shall be available for purchase at the start of each season.
2. Swimmers electing to wear a cap during a meet must wear a team cap.
3. Swimmers are required to wear team suits to all meets.
4. "Performance" suits may only be worn at championship level meets.
5. All suits must meet the guidelines of the local and national governing bodies.
6. Athletes are strongly encouraged to wear team t-shirts to all meets.

106.**Qualifications for Team**

1. Athletes shall be eligible to renew their membership with the club provided that all qualifications for the team are met.
2. The Head Coach shall determine competency for team qualification.
3. All athletes must remain in good standing by abiding by all rules set by BSC, District 220, and the sport's national governing bodies.
4. Current club athletes not meeting qualifications or not remaining in good standing may no longer be eligible for automatic membership renewal for the following season. Such athletes may also forfeit any early registration discounts.

107.**Athlete Responsibilities**

1. Athletes are expected to attend all scheduled practices. Coaches may provide attendance reports.
2. Athletes shall participate in required end of season meets, including but not limited to Illinois State Regional Championship, Illinois State Age Group Championship, Illinois State Senior Championship.
3. Athletes shall participate in any other post season meets as qualified for and selected by coach.
4. Athletes must abide by all BSC and District 220 rules and guidelines during all BSC sponsored practices and events, both home and away.

108.**Volunteer Requirements**

1. Barrington Swim Club is a volunteer run organization, with the exception of coaching. All member families shall be required to participate in volunteer hours.
2. Standard volunteer requirements apply to all non-Championship meets.
3. Each family shall provide a session of volunteer effort per swimmer for each session that the family has a participating athlete for all meets hosted by Barrington Swim Club.
4. Each family shall provide volunteer effort at any meets attended by Barrington Swim Club and hosted by other teams as assigned by the volunteer coordinator.
5. In the event that Barrington Swim Club hosts any Championship level meets, separate volunteer requirements will apply.
6. Championship Meet Volunteer Requirements are as follows;
 - a. Each family shall provide a session of volunteer effort for each session in which the family has a participating athlete.
 - b. Families without participating athletes shall provide one session for each swimmer that they have in the club.
 - c. All families shall provide a minimum of volunteer sessions equal to the number of swimmers that they have in the club.Additional requirements may be needed based on the size of the meet. The volunteer coordinator reserves the right to require additional volunteer commitments, as needed.
7. If the volunteer requirements are not met, the family shall pay an additional fee of \$100 per session not worked.
8. Families not meeting the volunteer requirements may be ineligible for membership renewal.
9. The volunteer coordinator shall notify all families not meeting requirements with details as to which requirements were not met.
10. Families shall have ten days to appeal or dispute any volunteer penalties.
11. Appeals may be granted with the unanimous approval of the volunteer coordinator and two Executive Board members. Families must provide clear evidence, which provides cause for reversal. All such reversals shall be reported to the board.

109.

Code of Conduct

The BSC Code of Conduct applies to all activities and functions associated with our club. This is including, but not limited to: practices, meets, team trips and outings, community events and any other instances during which an athlete, parent, staff member or volunteer is representing Barrington Swim Club. In addition to this Code, all District 220 rules will apply while on District property. All members and representatives will also be expected to comply with any regulations put forth by facilities or hosts when attending functions away from our District. Barrington Swim Club shall comply with all regulations put forth by any of our local or national governing bodies.

DISPUTE RESOLUTION-

A dispute is defined as a disagreement, conflict, or difference of opinion, as opposed to a disciplinary action, which implies a violation. When such conflicts arise, every attempt should be made to resolve them with respect and good sportsmanship, using the following steps progressively:

ATHLETE TO ATHLETE

1. Address the individual or individuals and attempt to resolve the conflict directly.
2. Address the individual or individuals with a coach and parent present.
3. Address the individual or individuals with the Head Coach, parents and Executive Board representatives.

PARENT OR COACHING DISPUTES

1. Address the individual or individuals and attempt to resolve the conflict directly.
2. Address the individual or individuals with the Head Coach and a member of the Executive Board present.
3. Address the individual or individuals with the Head Coach and the Executive Board as a whole present.

DISCIPLINARY CODE

Administration of the Code of Conduct is the responsibility of the coaches and the Board. All members of the club, parents, officials, and spectators may approach the coaches and Board with any concerns and will be given due process. An incident report should be filed in all disciplinary cases. This Code applies to parent, athlete and all team representatives.

Objectionable behavior will be divided into three (3) classifications. These classifications are to be seen as guidelines. At any time, circumstances may determine that an offense is subject to more severe discipline. These determinations will be made on a case-by-case basis. A thorough investigation of all circumstances should be conducted. However, incidents do not have to be personally observed by a coach or Board member in order for procedure to be initiated. At all times, the safety and well being of athletes and facilities must be the utmost concern.

LEVEL I- Shall deal with behavior that is somewhat disruptive or disrespectful; does not represent the club with good sportsmanship or team values, is willfully disobedient to those in charge and any other more minor infractions of team or coaching rules.

LEVEL II- Shall deal with behavior that is considered disruptive, having a significantly detrimental effect on one's self, other members of the team, or the general public; causing significant damage to the reputation of the club, leading to or potentially causing injury or property damage, bullying or threatening behavior, repeated offenses, and any other offenses which are determined to be significantly harmful and/or deliberate.

LEVEL III- Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. Any such violation of governmental law need not take place during club activities. These are actions so detrimental that it is not desirable to have such a person associated with the team.

PROCEDURES

The following are examples and some of the potential consequences. Actions and consequences are not limited to such examples. Circumstances may dictate other disciplinary actions. Such decisions are the responsibility of the Head Coach and Executive Board.

Level I- Examples; Insubordination, disrespectful language or gestures, willful disobedience, disruptive behavior, etc

Disciplinary action- This may be handled by coaching staff and/or official representatives. Depending on the severity or repetitiveness of the offense, parents may be notified. Action may include, but is not limited to, being excused from the remainder of practice or activity (must remain on deck until accompanied by parent or guardian), clean up duties, extra laps, or any other appropriate action. Repeated Level III offenses may result in Level II consequences

LEVEL II- Examples; Bullying, Leaving school property while under coach supervision, Causing damage to property, Causing injury to self or others, Repeated Level III offenses, etc

Disciplinary action- A report will be filled out and a hearing will take place between those involved, the Head Coach, and Executive Board representatives. When this involves an athlete, the parents will also be present. The Head Coach and Board reserve the right to excuse the violator from team activities until the issue is resolved. During periods of suspension, individuals will remain members of Barrington Swim Club and all fees and dues will apply. Further disciplinary action will be determined at such hearing. Repeat offenses may result in expulsion. Coaches and Board reserve the right to determine that Level II offenses are severe enough to warrant Level I actions.

LEVEL III- Examples; Assault, Extortion, Theft, Possession or use of illegal substances, Possession of dangerous weapons or incendiary devices, Vandalism, etc

Disciplinary action- While the ultimate disciplinary consequences will be determined by the Executive board and Head Coach, immediate action to ensure the safety of all individuals and property may be taken as deemed necessary. Consequences may include; Suspension, Expulsion, Referral to outside law enforcement, and any other action deemed appropriate. Any suspension or expulsion will be without reimbursement.

110.

Disciplinary Record Keeping

1. An Incident Report Form is to be used for any Level II or above infraction. This form requires a statement as to the nature of the violation and the consequences. It will also clearly spell out any further consequence should the violation continue or be repeated. This form will be filled out and signed by the athlete, a coach, a parent or guardian, and one member of the board. Such records will be filed with the Secretary so that it may be referenced as a part of a hearing or appeal process. All such documentation will be kept as confidentially as possible.
2. All Incident Reports shall be kept for one year, providing no further violations occur.

112.

Code of Conduct Forms

BSC Swimmer Code of Conduct

I understand it is a privilege and an honor to be a member of the Barrington Swim Club (BSC). As a member of BSC, I agree to follow this Code of Conduct. I also understand that if I make choices, which do not conform to this important set of rules, I will be at risk for disciplinary action, which may limit my privileges and might lead to expulsion from the team:

1. A BSC Swimmer is all about SPORTSMANSHIP!

- I will conduct myself with good sportsmanship at all times.
- I will always be respectful of my teammates, opponents, coaches, officials and volunteers.
- I will follow all of the rules of my sport.
- I will celebrate my successes in a way that is positive for my team, and myself but is respectful of my opponents.
- I will use my hard work and talent to win races – not my words.
- I will accept defeat with courage and dignity.
- I will do all that I can to ensure that practices, meets and events are a positive experience for all participants and spectators.
- I will not act like a bully! I will not create a negative environment for my teammates or opponents by being intentionally hurtful either with my words or actions.
- I will remember that I represent the community of Barrington and BSC. I will always ensure that my words and actions represent my club, my community, and myself in the best way possible.

2. A BSC Swimmer is all about RESPECT!

- I will be respectful and polite to my coaches, teammates, opponents, officials, and parents or guardians.
- I will respect the personal space of others. I will not touch others in anger, in any inappropriate way, nor in any way which makes anyone feel embarrassed, uncomfortable, or intimidated.
- I will always show respect for the well-being and safety of myself and others.
- I will always be respectful with my words. I will never swear, nor use racial slurs or derogatory comments which make teammates or opponents feel uncomfortable, intimidated, or degraded.
- I will respect personal property. I will not use the property of others without permission. I will not harm, steal, or destroy the property of others.
- I will always respect the property and facilities used by the team. I will keep the facilities, such as locker rooms, pool decks, hallways, etc. clean and unharmed. I will treat all buildings, equipment, landscaping, etc. with respect.
- I will respect my coaches and teammates by arriving on time to practice and meets.
- I will respect and abide by the rules of the Club.
- I will always attempt to resolve conflicts or disputes with respect. I will strive for positive communication with my teammates and coaches at all times.
- I will respect myself, my coaches, and teammates by always trying my hardest at meets and practices. I will never allow my actions to interfere with my teammates ability to perform to the best of their ability.
- I will respect my body and mind by not using tobacco products, illegal drugs or alcohol, nor any other harmful or banned substances.

3. A BSC Swimmer is all about SPIRIT!

- I will cheer for my teammates and encourage them at all times.
- I will promote team spirit and morale.
- I will lift the spirits of my teammates when they are down.
- I will wear my BSC apparel with pride.
- I will always show my pride in BSC and myself in a positive and uplifting manner.
- I will do my best to follow the spirit of the Code of Conduct outside my BSC activities.

4. A BSC Swimmer is all about ACCOUNTABILITY!

- I understand that attendance at practice and meets is an important part of performance.
- I understand that I must attend as many meet sessions as possible.
- I understand that I will participate in all end of season championship meets as determined by my coaches.
- I will always be accountable for my own actions.

BSC Parent or Guardian Code of Conduct

I understand it is an honor and a privilege for my child to swim with Barrington Swim Club (BSC). I also understand that BSC is a private organization dependent upon active parent or guardian participation. As a parent or guardian of a member of BSC, I agree to follow this Code of Conduct.

1. A BSC Parent or Guardian is all about SPORTSMANSHIP!

- As a parent, volunteer, or spectator, I will conduct myself with good sportsmanship at all times.
- I will be a positive role model for my swimmer and for BSC by using proper language, attire and manners.
- I will encourage and support my swimmer and all BSC swimmers.
- I will teach my child to be modest in winning and gracious in losing.
- I will always remember that I represent the community of Barrington and Barrington Swim Club. I will always ensure that my words and actions represent the Club, my community, and myself in the best way possible.

2. A BSC Parent or Guardian is all about RESPECT!

- I will demonstrate positive support for all athletes, coaches, officials, volunteers and spectators at every meet, practice or other swimming event.
- I will demand that my child treat other athletes, coaches, officials, volunteers and spectators with respect.
- I will make sure that my child arrives on time to practices and meets.
- I will respect practices: If I need a discussion with a coach, I will contact the coach before, after or outside of practice for a discussion.
- I will respect and abide by the rules of the Club.
- I will always attempt to resolve conflicts or disputes with respect. I will strive for positive communication with teammates, volunteers, officials, and coaches at all times.
- I will be responsible for the actions and conduct of my child.

3. A BSC Swimmer is all about ACCOUNTABILITY!

- I understand that attendance at practice and meets is vital to performance.
- I understand that my child must attend as many meet sessions as possible.
- I understand that my child will participate in all end of season championship meets as determined by my coaches.
- I understand that BSC is a volunteer run organization. I will meet all volunteer requirements.
- I will be accountable for all my actions!

Code of Conduct Contract

FAMILY NAME: _____

SWIMMER CODE OF CONDUCT

A signature from the swimmer is a required component of the BSC registration process.

I have read and understand the BSC Swimmer Code of Conduct. My signature represents my pledge to follow the BSC Code of Conduct. If I choose to break this code, I understand that I will face disciplinary actions, which may put my privileges as a BSC swimmer at risk of suspension or even removal from the club.

Swimmer signature: _____ Date: _____

PARENT OR GUARDIAN CODE OF CONDUCT

A signature from a parent or legal guardian is a required component of the BSC registration process.

I have read and understand the Parent or Guardian Code of Conduct. My signature represents my family's commitment to follow and support the BSC Code of Conduct. If my family violates this Code of Conduct, I understand that my family's privileges as members of BSC will be at risk, by BSC Board discretion. Following Board discussion, I understand disciplinary action might include, but is not limited to: suspension of pool and meet privileges (parent, guardian or swimmer), financial ramifications, or termination from BSC.

Parent or Legal Guardian Signature: _____ Date: _____