

Knoxville Area Swim Team (KAST) Handbook

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Welcome to KAST!

Mission Statement: To provide our youth with a supportive, local community that fosters lifelong friendships while delivering the technical coaching and competitive opportunities necessary to excel in the pool.

Team Philosophy: We are your community-driven swim club dedicated to bringing high-level aquatic opportunities to our local youth. Supporting athletes through every milestone—from the fundamentals as a young beginner to experienced swimmer—we offer the coaching and resources necessary to excel in the sport of swimming.



1. KAST Program Structure: Rec League vs. USA Swimming

KAST offers two distinct programs: a local Rec League program and a fully sanctioned USA Swimming club program. The rules, costs, and commitments differ between these two paths.

2. Governance Structure (Wet vs. Dry Sides)

KAST's governance structure ensures distinct responsibilities for our volunteer Parent Board and our professional coaching staff, in partnership with the Knoxville Recreation Center.

The Parent Board ("Dry Side")

The volunteer parent board manages the business and administrative side of operations. Their responsibilities include:

- Operating the club according to the bylaws.
- Maintaining the website and primary team communication.
- Developing and managing the annual budget and collecting dues.
- Pursuing outside sources of funding, sponsorship, and grants.
- Heading various volunteer and fundraising committees.
- Hosting home swim meets.
- *Note: The board does not direct the coaching staff regarding training methods or techniques.*

The Coaching Staff ("Wet Side")

The professional coaching staff is strictly responsible for the swimming side of operations, mentoring swimmers in life skills and positive values, and molding athletes into the best swimmers they can be. Their responsibilities include:

- Designing and overseeing all levels of swimming training and group plans.
- Directly coaching practice groups.

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- Setting the practice schedule and workout group placement/advancement criteria.
 - Determining the swim meet schedule and policies, as well as supervising athletes at meets.
 - Maintaining attendance lists and setting team performance goals.
 - Setting attendance and discipline policies for swimmers on deck.
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3. Registration and Financial Policies

3.1. Rec League Registration & Fees

- **Summer**
 - **Club Fees:** Team seasonal program fees are \$50 per member or \$80 per non-member.
 - **Free Trial Week:** Swimmers who have **never** been on a competitive swim team are eligible for a one-week free trial to ensure they are ready to commit to the season.
 - **Payment Deadline :** If your swimmer decides to stay with the program, full payment is due by June 8th.
- **Winter**
 - **Club Fees:** TBD
 - **Free Trial Week:** Swimmers who have **never** been on a competitive swim team are eligible for a one-week free trial to ensure they are ready to commit to the season.
 - **Payment Deadline :TBD**
- **Family Discount:** A multi-child discount is applied to the third child registered within the same category (member or non-member).

3.2. USA Swimming Registration Requirements (Competitive Swimmers Only)

Because KAST is a fully sanctioned USA Swimming club, **all athletes must hold a current USA Swimming membership before participating in USA Swimming competitive swim meets.** This is a non-negotiable requirement for insurance and safety compliance.

- **How to Register:** Parents must register their athletes directly through the USA Swimming online registration portal. A custom team registration link will be emailed to you by the club administrator.
- **Annual Membership Fee:** This fee is paid directly to USA Swimming and our Local Swimming Committee (LSC), **Iowa Swimming (ISI)**. This fee is separate from local KAST club dues and is non-refundable. For more information on USA Swimming, please visit www.usaswimming.org.
- **Membership Types:**
 - *Premium Athlete Membership:* For year-round competitive swimmers.
 - *Flex Athlete Membership:* A lower-cost tier option designed for seasonal swimmers or beginners (valid for up to two sanctioned swim meets per year).

- **Transferring Swimmers:** If you are joining KAST from another USA Swimming club, please notify the team administrator before starting the online registration process so we can initiate an official athlete transfer.

3.3. General Financial Policies & Trial Periods

- **Billing & Payment:** Registration is a seasonal commitment, and families are responsible for paying for the entire swim season even if they choose monthly billing. A standard late fee will be added to any contracts that are past due. USA Swimming may be notified of delinquent dues.
 - *Requirement:* You must sign up for the trial week at the Knoxville Recreation Center front desk by the Monday before practice begins (by 4:00 PM).
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4. Practice Procedures & Parent Conduct

Practice Groups & Schedule

Practices are held on **Mondays, Wednesdays, and Fridays** at the Knoxville Recreation Center (KRC). Swimmers are generally placed into groups based on age and skill level:

- **Beginner Group** : 4:00 PM – 5:00 PM.
- **Experienced Group**: 4:00 PM – 6:00 PM.
- *Note:* The coaching staff has the final say on group placement. Decisions are made based on various factors including technique, work ethic, and social development. Coaches reserve the right to move a swimmer between groups based on their active swimming skills and safety.

Adherence to Facilities Rules

- **Restricted Areas:** The wading pool, sauna, and hot tub at the KRC are strictly **closed** to all athletes and siblings during both practices and competitive meets.
- **Courtesy:** As a matter of team pride and courtesy to the facility operators, swimmers are responsible for leaving the team area, including locker rooms, bleachers, and pool decks, in a neat and clean condition after every practice.
- **Weather Closures:** KAST will send out notifications regarding practice adjustments or cancellations due to weather at least one hour before the first KAST practice of the day. Notification will be via text alert, email, and social media.

Parent Expectations & Communication on Deck

A parent's major responsibility is to provide a stable, loving, and supportive environment that encourages their child to continue enjoying the sport. The coach is the only one qualified to judge a swimmer's performance and technique. A parent's role is to provide support.

- **Positive Support:** The best way to help a child achieve their goals is through positive reinforcement and showing interest by ensuring attendance and coming to meets.

- **Deck Observation:** Parents are welcome to observe practice from the pool deck, provided coaches and swimmers feel comfortable. *Note: Parents are not allowed on deck during competitive meets unless volunteering in an official capacity.*
 - **No Coaching from the Stands:** Parents are not coaches and must not attempt to coach their child during practices or meets. Coaching from the stands often causes a disconnect between the athlete and the coaching staff.
 - **Appointment Schedule (Coaching Windows):** It is inappropriate to confront a coach at a practice or meet. If you need to speak with a coach, please respect their deck time. Reach out via email/text or speak with them **after** practice has fully concluded to schedule an appointment.
 - **Injuries:** Notify the coach immediately of any injuries or illness that will affect the swimmer's ability to train.
 - **Coachability:** Parents must expect their child to be coachable and not be disruptive during practice.
 - **Concerns:** Communicate concerns about the program or your child's progress with the coach directly, not with your child. Never complain about a coach to a child.
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5. Required Swim Gear & Apparel

Parents are strongly encouraged to label all of their swimmer's equipment. Swimmers should keep all personal belongings on the pool deck during practice sessions, as the club is not responsible for lost or stolen items left in the locker rooms.

- **Daily Equipment Pack:** All groups are encouraged to have a pair of high-quality goggles, a cap, and a tight-fitting competitive swimming suit (one-piece for females, jammers/briefs for males). Baggy suits or female tie-back suits are not suitable for practice.
 - **Hydration:** Swimmers must bring a water bottle to the pool deck every practice.
 - **Team Swim Caps:** Official KAST caps are required for meets and can be purchased at the front desk for \$20. Dome caps are permitted for championship meets. Only KAST caps should be used. Extra caps are available at the meet for sale.
 - **Competition Suits:** Custom team suits can be ordered directly through our custom team store via **Elsmore Swim Shop**. Meet suits are expected to be worn at all competitive meets. "Tech suits" are not allowed at regular meets for swimmers ages ten and under (ISI Rule). They may only be worn at championship meets or at the discretion of the Head Coach.
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6. Competitive Swim Meets: Procedures & Timeline

All competitive swimming opportunities are an integral part of the KAST experience. We encourage and expect all of our swimmers to attend swim meets and compete in events recommended by their coaches once they have the necessary skills. Swimmers are expected to attend home meets. We recommend all swimmers compete at least once a month.

6.1. Summer Rec League Season

- **Schedule:** Regular dual meets take place on Tuesday evenings, culminating in our standard Conference Championship meet, which is hosted on a Saturday.
- **Signing Up for Meets:** All meet declarations must be completed online. Swimmers must be signed up **no later than the Wednesday prior** to the upcoming Tuesday meet.
- **Meet Timelines:** Regular Tuesday warm-ups typically begin between 4:00 PM and 5:00 PM, with racing starting between 5:30 PM and 6:00 PM. The Saturday Conference Championship is an all-day event running from approximately 10:00 AM to 4:00 PM.
- **Awards:** Ribbons are awarded for 1st–6th place at regular meets. Medals and ribbons are awarded for 1st–8th place at the Conference Championship.

6.2. Winter USA Swimming Season

- **Schedule:** TBD
- **Signing Up for Meets:** All meet declarations must be completed online. Swimmers must be signed up **no later than the Sunday prior** to the upcoming Saturday meet.
- **Meet Timelines:** TBD

6.3. General Meet Information & Protocols

- **Determining Age:** An athlete's age for a competitive meet is determined by their actual age on the first day of that specific meet. USA Swimming generally breaks athletes into 4 age groups: 10 & Under, 11-12, 13-14, and Senior (15 & Over).
- **Time Standards (Motivational Times):** USA Swimming sets National time standards (B, BB, A, AA, AAA, and AAAA) to help measure progress. Iowa Swimming sets separate qualifying standards (Silvers Cuts and State Championship Q-Times) for end-of-season championship meets. These should be initial goals for swimmers.
- **Relay Events:** Coaches make final decisions on relay entries, which are usually same-sex and same-age group. Relays are offered in freestyle and medley. Medley relays assign each swimmer a specific stroke. When chosen for a relay, swimmers need to plan to stay for the event, as departing early leaves teammates unable to participate.
- **Event Allocations:** Each swimmer can participate in 2 to 4 events per meet (either 2 individual and 2 relays, OR 3 individual and 1 relay). The coaching staff selects events with consideration of coaching plans, goal setting, and swimmer ability.
- **Meet Entry & Fees:**
 - **Accept/Decline Attendance:** All athletes must accept or decline attendance at every meet listed on the KAST schedule through the team website.
 - **Meet Invitation:** Parents are expected to review the host club's Meet Invitation, emailed or posted on the website. This provides specifics about entry deadlines, facilities, minimum qualifying times, and the order of events.
 - **Meet Fees:** Families are responsible for paying meet entry fees (approximately \$4-8 per individual event, \$3/person per relay event). KAST will collect these automatically through the team website before each meet. Fees are non-refundable to KAST once entries have been submitted to the host team.

Swimmers are still responsible for meet fees if they cannot attend after submission. Late entries often incur higher fee rates.

- **Lineup Changes:** Lineups will be emailed to parents on Monday evening. No event changes are permitted unless a clear administrative error was made by the coaching staff (e.g., missed entry, incorrect age bracket, or incorrect event count).

6.4. Meet Protocols: On Deck Expectations

- **Arrival & Warm-Ups:** Athletes and parents must arrive at least 15 minutes before the stated warm-up session to change and stretch. Tuesday evening regular meet warm-ups typically begin between 4:00 PM and 5:00 PM, with racing starting between 5:30 PM and 6:00 PM. Saturday championship meets run from approximately 10:00 AM to 4:00 PM.
 - **Check-In with Coach:** The swimmer must report immediately down on deck to consult with the KAST coach before warm-ups begin to receive recommendations. Swimmers must also check in with the coach before leaving the meet for the day.
 - **Warm-Up Rules:** There is NO DIVING during warm-ups unless practicing starts at the designated time and in the designated lane. Sit and slide entries are the required general entry method. Diving during warm-ups may result in expulsion from the meet.
 - **Swimmer Responsibilities:**
 - **Reporting to the Blocks:** Once the meet starts, swimmers are responsible for reporting to the starting block in time for their events.
 - **Goggles & Caps:** Swimmers must have their goggles and official KAST cap (if using a cap) ready before reporting.
 - **Consulting Coach:** Approximately 10 minutes before their event, the swimmer should consult with a KAST coach for last-minute instructions. The swimmer must report **immediately** back to the coach for feedback after completing their race.
 - **Disqualifications (DQs):** A supportive attitude from coaches and parents is crucial to keeping DQ's a positive learning experience. Parents must not question the judgment of an official.
 - **The Parent Role at a Swim Meet:**
 - **Deck Restriction:** Parents must not come down on the deck during the meet unless volunteering.
 - **Seating Area:** When not volunteering, all KAST parents should sit together in the spectator area (not the pool deck) to show support as a large KAST group.
 - **Talking to the Swimmer:** Listen and look for cues before offering an opinion on a race. Let the swimmer see the coach first and walk to you when they are ready to talk.
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7. Parent Volunteer Commitments

Swim meets are entirely volunteer-driven. Without parent support, sanctioning a competitive meet is impossible.

- **Volunteer Obligations:** Swim meets are volunteer-driven. Every family is required to timing and timing training will be provided for new families! Home meet obligations include a concession stand donation and supply at least one worker for a meet shift.
 - **Volunteer Positions:** A digital sign-up sheet will be emailed prior to the meet. Roles include: Timers, Clerks of Course, Concessions, Lane Sheet Runners, Starters, Whistle Referees, and Stroke & Turn Judges. Training will be provided for all new families!
 - **Timing:** USA Swimming meets require human timers as backup for electronic systems. All parents are expected to participate. No experience is needed; training and stopwatches are provided. It is the best seat in the house!
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8. Communication & Weather Policies

- **Email Distribution List:** The primary tool for schedules and lineups. Ensure you are on the list by emailing kswimteam@hotmail.com. Periodically check your email. Monthly meets are held on the second Monday of the month.
- **VIP Text Club:** For emergency deadlines and weather cancellations, text **STINGRAYS** to **641-215-6160**.
- **Ribbon Folders:** Every athlete has a physical folder in the lobby file box. Families must check these folders before practice to collect administrative notes and ribbons.
- **Social Media:** Search and follow "Knoxville Stingrays Swim Team" on Facebook for updates.
- **Phone Contact:** Knoxville Recreation Center Desk: **641-828-0580**.

Adverse Weather Protocols

- **Lightning:** If lightning strikes within a localized radius, the pool deck will close for 30 minutes following the last strike. If practice cuts short, KRC staff will supervise athletes inside until parents arrive. Swimmers must follow Head Coach to safety and wait for a parent.
 - **Tornados:** During a tornado warning, all coaches, swimmers, and spectators must shelter in the locker room shelters until the warning is lifted. Coaches will get the swimmers to a safe place and parents should attend to their own safety before looking for their child.
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9. Safe Sport & Athlete Protection (MAAPP)

KAST strictly enforces USA Swimming's **Minor Athlete Abuse Prevention Policy (MAAPP)**. These mandatory regulations are design-engineered to protect youth athletes and create a safe, transparent environment. The complete policy is included below.

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Application of Policy | General Requirement | Definitions | Exceptions | One-on-One Interactions | Meetings and Individual Training Sessions | Electronic Communications | In-Program Transportation and Lodging and Residential Environments | Locker Rooms and Changing Areas | Manual Therapy, Therapeutic, and Recovery Modalities

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.

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GENERAL REQUIREMENT

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

DEFINITIONS

Athlete: A USA Swimming athlete member.

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

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

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

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

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

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

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

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

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

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

ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

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

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

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

Organization: USA Swimming, LSC or Club.

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

EXCEPTIONS

[Note: Exceptions apply only where specified]

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

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

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

Emergency Exception: Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.

- a. It is strongly encouraged that the Organization or Adult Participant document the emergency circumstance.

1. ONE-ON-ONE INTERACTIONS

Observable and Interruptible

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

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

2. 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, Health Care Providers,

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

a. The door remains unlocked;

b. Another adult is present at the facility;

c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;

d. When appropriate and not violating a providers professional licensure, the organization is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and

e. The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

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 Organization, which can be withdrawn at any time.

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

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

b. The following exceptions apply to Section II(a):

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 Organization or by an Adult Participant subject to this Policy. Organization and/or Adult Participant must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

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

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.

4. IN-PROGRAM TRAVEL AND LODGING AND RESIDENTIAL ENVIRONMENTS

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, who are at least 8 years of age, 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 athletes must be USA Swimming non-athlete members of USA Swimming.

II. Lodging and Residential Environments

- a. An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - 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 lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category and of similar age.
- f. Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

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.

5. 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

Organization 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 Organization.

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

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. Organization must abide by such a request.

VII. Monitoring

Organization 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. Media and Championship Celebrations in Locker Rooms

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

- a. Parent/legal guardian consent has been obtained, when possible; and
- b. Organization approves the specific instance of recording or photography; and
- c. Two or more Adult Participants are present; and
- d. Everyone is fully clothed.

6. MANUAL THERAPY, THERAPEUTIC, AND RECOVERY 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. The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.

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, 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, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
 - a. For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
 - b. USA Swimming is not required to track individual course completions of Minor Athletes.
3. USA Swimming must, every 12 months, offer training to parents on the prevention and reporting of child abuse.
 - a. For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
 - b. USA Swimming is not required to track individual course completions of parents.

B. Required Prevention Policies and Implementation

1. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center's model policies in Part III. These model policies cover:
 - a. Meetings
 - b. Individual Training Sessions
 - c. Manual Therapy, Therapeutic, and Recovery Modalities
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging and Residential Environments
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.

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

10. Participant Code of Conduct & Ethics

All athletes seeking membership in KAST should understand that we are a competitive team. All athletes are required to abide by the following Code of Conduct while participating in KAST activities.

Swimmer Pledge

I pledge to be responsible for my words and actions while participating in swim team activities and to follow the rules of the Knoxville Recreation Center and KAST.

- I will abide by all team rules and conduct myself with dignity and respect for others and the property of others.
- I will respect the rights and space requirements of other groups using the facility.
- I will leave the team area in a neat and clean condition at the conclusion of each practice or meet session.
- I will be on time for practice, training sessions, and meets.
- I will come to practice prepared to be challenged mentally and physically and will not waste practice time.
- I will not exit the pool unless injured or with permission from a coach.
- I will remember to bring and use my water bottle at all practices.
- I understand that while at practice I may not wear a cap or swimsuit relating to a local high school team or competing program.
- I will practice and teach good sportsmanship and will offer congratulations and encouragement to my opponents.
- I will shake hands with competitors after a race.
- I will positively support my teammates at practice and at competition. Disrespectful attitudes by any swimmer toward a teammate or coaching staff will never be tolerated.
- I understand that I am an ambassador for KAST and represent the coaching staff and my teammates. I must act accordingly.

Prohibited Behavior

I understand that at no times will the following be accepted:

- Use or possession of any illegal substance (e.g., alcohol, drugs, tobacco).
- Use of inappropriate language (swearing or derogatory comments) or lying.
- Fighting or striking another athlete.
- Stealing, vandalism, or destructive behavior.
- Bullying or isolating another swimmer.
- Horseplay that risks injury to myself or others.
- Interference with the progress of another swimmer during practice.
- Failure to follow verbal instructions of the coaching staff.

Consequences for Violations (Discipline Policy)

If a swimmer violates the Code of Conduct, the following progressive steps will be taken. KAST empowered the coaching staff to handle disciplinary issues and addresses violations immediately and professionally:

- **1. Level 1 (Notification/Verbal Warning):** The coach will notify the swimmer of the issue as soon as possible after the event occurs.
- **2. Level 2 (Education/Parent Contact):** The coach will attempt to educate the swimmer regarding the proper decision-making, which will be followed by a direct email or phone call to the parent/guardian. The coach may remove the swimmer from an individual practice for disruptive behavior.
- **3. Level 3 (Action/Suspension):** The next violation after education will result in mandatory removal from the practice and temporary suspension from active team practices and upcoming competitive meets. The coach may request a meeting with the swimmer and parents before allowing the athlete to return to practice. The board president will be promptly notified. A suspension of greater than two practices will require a meeting of the coach(es), parent(s), swimmer, and board representative(s).
- **4. Level 4 (Termination):** Termination from KAST will be used only as a last resort. This will occur after notification, education, and action have taken place and the violations continue. Termination may also occur immediately in the event of a very severe infraction, requiring the agreement of both the coach and the Parent Board. Complete suspension from the current swim season with **no financial refund issued**.

MODEL TEAM CODE OF CONDUCT: PARENTS The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- ☐ I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.

- ☐ I will refrain from coaching my child from the stands during practices or meets.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.
- ☐ I will direct my concerns to first to _____; then, if not satisfied, to the appropriate supervisor.
- ☐ Parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences. I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature(s)

Date

Model Team Code of Conduct: Coach The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ At all times, adhere to USA Swimming's rules and code of conduct. Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ 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.

11. MODEL POLICY: ACTION PLAN TO ADDRESS BULLYING

USA Swimming member clubs are required to establish their own anti-bullying policy. The following is a model policy as an example which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed with and agreed to in writing by all athletes, parents, coaches, and other non-athlete members of the club. Once a

customized plan is developed and approved by your club, the default plan will no longer apply. Each member club is responsible for the approval and implementation of its action plan.

PURPOSE

Bullying of any kind is unacceptable at KAST (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 KAST takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or 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 or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

- a Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- b Creating a hostile environment for the other member at any USA Swimming activity;
- c Infringing on the rights of the other member at any USA Swimming activity; or
- d 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).

www.usaswimming.org/protect

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 okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

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

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

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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

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

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

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

www.usaswimming.org/protect

12. MODEL PHOTOGRAPHY POLICIES

USA Swimming member clubs are required to establish a photography policy. The following is an example model policy which shall serve as the default for any club that fails to establish its own policy. Club photography policies should be reviewed with and agreed to by all athletes, parents, coaches, and other non-athlete members of the club. Once a policy is developed and approved by your club, the default plan will no longer apply. Each member club is responsible for the approval and implementation of its photography policy.

PURPOSE

To promote a safe and positive environment for all athletes, it is important to follow clear, proactive guidelines around capturing and using images of youth in sports settings. While most photography is appropriate and conducted with good intentions, establishing preventative safeguards helps minimize the risk of misuse and promotes responsible practices from the outset.

POLICIES

1. Publication of Photographs of Minors

The publication of any image or video of a swimmer under the age of 18, along with any personally identifying information (such as their name), including posting on bulletin boards, articles, video recordings, social media platforms, or live-streamed content related to swimming activities, may only occur with prior consent from a parent or legal guardian, documented through the club's consent form.

2. Right to Refuse Photography

Parents or guardians have the right to refuse consent for their children to be photographed or recorded on video. Exercising this right may not be used as a basis to limit or deny a child's participation in USA Swimming activities. Note that in some instances by simply entering a meet, you may be giving consent to photographs, videos or livestreaming of your athlete.

Accordingly, any photo or video that may be shared publicly, whether taken by a club member or an official photographer, must have written parental consent prior to publication or display. In the case where an official photographer is present, parents should be made aware. If photos are to be published anywhere, parents and legal guardians 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, including but not limited to:

- 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 directly behind swimming blocks when athletes are in the starting position, nor exhibit an athlete climbing out of the swimming pool.
- Photography and videography are strictly prohibited in locker rooms, bathrooms, and any other area where there is a reasonable expectation of privacy.

Frequently Asked Questions (FAQ)

- **1. Why does the club need a photography policy?** The policy helps ensure the safety and privacy of all athletes, particularly minors, by setting clear expectations for when and how photographs may be taken and used.
- **2. Do parents have to allow photography for their child to participate?** No. Parents and guardians have the right to refuse photography, and this refusal cannot be used to limit or deny a swimmer's participation in any USA Swimming activity.
- **3. When is parental consent required?** Parental or guardian consent is required in the annual agreement and review of the club's photography policy. This does not include general swim meets where swimmers are captured in the background or when live streaming of a meet is occurring.
- **4. Can parents change or withdraw their consent later?** Yes. Best practice would allow for parents to update or withdraw consent at any time by contacting the club.
- **6. Are photographs allowed at meets?** Yes, parents should be informed if an official photographer will be present, and they should be given the opportunity to withhold consent for photos to be taken or for publication.
- **7. Is live streaming allowed at meets?** Yes, parents should be notified that live streaming is occurring. The team has the ability to enforce that upon entering a meet consent is implied to the live streaming. It is the parents' decision to continue participating in the meet.
- **8. Where are photographers not allowed to take pictures?** Photography is strictly prohibited in locker rooms, bathrooms, and any setting where privacy is expected. Please note exception in MAAPP for Media and Championship Celebrations in Locker Rooms.
- **9. In open water meets can photographs be taken when a swimmer is in the starting position?** Open water starts that do not start behind the blocks and where athletes are not in a vulnerable position, photographs can be taken.

- **10. Who can I contact with questions about photography or consent?** Parents may contact the designated club administrator listed in the policy or the individual identified on the consent form.
- **11. Can consent be provided in electronic form?** Clubs may choose to obtain consent either electronically or in writing.

13. Forms

The following forms are mandatory documents that must be completed and signed by all parents/guardians upon registration. They are included at the end of this handbook in a printable format.

- **Photography Consent Form:** Allows parents to grant or refuse permission for specific uses of a child's photos for club activities, including social media and training videos.
- **Media Use Consent Form (KAST):** Serves as a broader release for the use of an athlete's name and likeness on the official KAST website and Facebook page.
- **Acknowledgement of Policy for Knoxville Area Swim Team (KAST):** A required signature confirming that the parent/guardian has read and understood the Minor Athlete Abuse Prevention Policy (MAAPP) outlined in Section 9.

Photography Consent Form

Knoxville Area Swim Team may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____

I allow the following:

	Consent given	Consent refused
Take photographs to use on the club's secure website	☐	☐
Take photographs to use on the club's social media page	☐	☐
Take photographs to include in newspaper articles	☐	☐
Take photographs to use on club bulletin board	☐	☐
Video for training purposes only	☐	☐

Signed: _____

Dated: _____

Please return this form to: _____

Media Use Consent Form (KAST)

By registering my child(ren) with the Knoxville Area Swim Team (KAST), I acknowledge and agree to the following terms regarding media and photography:

- **Authorization for Use:** I hereby authorize the organization to publish photographs or video taken at practice and/or at meets of myself and/or my child or children, and our names and likenesses, specifically for use on the official KAST website and the team Facebook page.
- **Release of Privacy:** I hereby release and hold harmless the club from any reasonable expectation of privacy or confidentiality for myself and for the minor child and children associated with meets and/or practices.
- **Authority to Consent:** I attest that I am the parent or legal guardian of the child or children currently registering and that I have full authority to consent and authorize the club to use their likenesses and names.
- **No Financial Compensation:** I further acknowledge that neither I, the minor child, nor minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in marketing materials or other publications.
- **No Ownership Rights:** I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

Please select one of the following options:

☐ **I ACCEPT:** I grant permission for my child's/children's photos and videos to be used on the KAST website and Facebook page.

☐ **I OPT-OUT:** I refuse agreement to my child/children being photographed or featured on the KAST website and Facebook page.

Swimmer Name(s): _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Acknowledgement of Policy for Knoxville Area Swim Team (KAST)

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 Knoxville Area Swim Team (KAST) (USA Swimming member club).

Swimmer Name(s): _____

Parent Name: _____

Parent Signature: _____

Date: _____