



Policies and Procedures

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Membership Policy

Adopted January 1988

Revised December 2023

Criteria for Membership:

A certain number of swimmers is required at any time to maintain the capability of the Upper Arlington Swim Club to provide the outstanding coaching staff, facilities, and opportunities that are implicit in Club goals. There is also a maximum number of swimmers in each age group above which facilities and coaching staff will be too stressed to provide superior training for Club swimmers. The Board of Directors (the “board”) along with the Head Age Group Coach will establish a maximum number of swimmers before the start of each season.

The criteria for accepting members and setting Club dues are intended to maintain membership within these minimum and maximum numbers.

Resident Members:

The Club is autonomous, independent, and separate from Upper Arlington civic and school board organizations. There is, however, a greatly appreciated support from the community and indirect financial support from the Upper Arlington School Board of Education in the form of access to outstanding swimming facilities at reasonable cost. For these reasons, the Club is primarily intended to train swimmers residing in the Upper Arlington School District. At all times the Club will attempt to accept all swimmers residing in the Upper Arlington School District who meet established minimum performance standards. If, however, the number of swimmers residing in the school district wishing to join the Club is greater than the established maximum, there will be selection of swimmers by age group based on swimming ability. Non-Resident swimmers will not be allowed to join or remain with the Club after the conclusion of their 8th grade Short Course Season, unless they are enrolled in the Upper Arlington School System or are Upper Arlington High School graduates. The only exception to this would be if space permits within the Golden Bear training group, nonresidents might petition the Golden Bear coaching staff and board to remain part of the club and train during the non-high school season with UASC.

Nonresident Members:

When the number of applicants who reside in the Upper Arlington School District does not exceed the maximum level of participation as set by the Board and Coaching Staff, nonresidents will be allowed to participate in the Club.



Nonresidents must petition the head coach or Board in writing for membership with the understanding that nonresident applications will be accepted only after a reasonable time determined by the Board has been allowed for resident swimmers to register at the start of any swimming season. Siblings of nonresident swimmers who are Club members in good standing will be given preference over other nonresident applicants for new membership.

Non-Resident swimmers will not be allowed to join or remain with the Club after the conclusion of their 8th grade Short Course Season, unless they are enrolled in the Upper Arlington School System or are Upper Arlington High School graduates.

Once admitted, non-resident swimmers will be guaranteed continued membership in the Club, until the conclusion of their 8th grade short course season, if all other criteria for continued membership are met and the swimmer maintains membership through all successive swimming seasons.

New Member Registration:

The Club may organize its swim teams up to twice each year: once at the start of the Winter Short Course Season, which begins approximately October 1, and once at the start of the Summer Long Course Season, which begins approximately May 1st.

Prior to a new team organization, the Board will establish a tryout date for new team members. This date will be publicly advertised 30 days (thirty) in advance and will ordinarily be seven to ten days prior to the start of the season. All people wishing to join the Club must appear at the tryouts for evaluation and registration.

The coaching staff will evaluate each new applicant per their swimming ability. After this evaluation and per the space available on the team by age, new applicants who are accepted for membership in the Club will be placed on the Team roster in the appropriate age group.

If the number of applicants exceeds the maximum team size as determined by the Board, the number of nonresidents will be limited until all qualified Upper Arlington District residents have been admitted to the team. Thereafter, the coaches will select nonresidents by swimming ability and age.

New applicants who are nonresidents will not be officially admitted to the team until after the cutoff date for admission of Upper Arlington School District residents. This date will ordinarily be set at least two days before the first day of practice.



The head coach, with support from the board, may accept swimmers outside of the normal tryout timeframe. Generally, these acceptances will be limited to people moving into the community with previous USA Swimming experience.

Registration Fees:

The Club will set fees at the beginning of each swim season. The objective is to provide funds to pay for outstanding coaches, facility rental and other operating expenses.

Financial Obligation:

There will be no refund of fees for swimmers who drop out of the club after registration. The only exception to the policy is first year swimmers who drop out during the first 30 days of the swimmer's first season with the Club. These swimmers will receive a refund, minus any fees already incurred by the club.

Permitted Late Training Starts:

A current club swimmer may start training late in the season if there is room in the appropriate swim group. However, fees will not be prorated. A swimmer who is joining the club for the first time may make a written request to the BOD for a prorated fee for that swimmer(s) joining the club after the start of a season. Any prorated fees for a new swimmer would be at the Board's discretion and handled on a case-by-case basis.

Visiting Swimmers:

UASC, in an effort to support a cooperative spirit among teams, will allow members of other USA Swimming sanctioned teams to join the practice group(s) as long as space is permitted. The swimmer will not be charged a fee for training lasting one week or less. Training longer than one week will be billed at the monthly practice group rate (no proration will be allowed).

While practicing with UASC the swimmer must:

- Be a member of USA swimming in good standing.
- Agree to UASC's Policies and Procedures, including the swimmer code of conduct.

Failure to maintain the above requirements and/or violations of UASC's policies will be subject to immediate removal from current and future practices. All fees paid to the club will be forfeited.



Fee and Fine Policy

Adopted March 1997

Revised December 2024

Fee Payment Schedule:

Unless on a monthly payment plan, all fees are payable at the beginning of the season, except for multiple swimmer families. Multiple swimmer families may pay one half of the total family fees by the first practice, with the balance of their fees due by November 1st in the Winter Short Course Season and by June 1st in the Summer Long Course Season.

Black Bear season fees may be paid in three equal installments due by May 1st, September 1st, and December 1st.

Golden Bear season fees may be paid in three equal installments due by April 1st, June 1st and July 1st.

Members who fail to discharge their indebtedness for their dues within 15 days of the due date shall be declared delinquent. Delinquent swimmers will be prohibited from attending practices until dues are paid; families needing special help may petition the Board for payment arrangements.

Fines:

Members who have failed to pay their season fees, entry fees, or fines within 15 days of the due date shall be declared delinquent. No swimmer may participate in practice whose fines are delinquent. The swimmer will be denied swim meet entry by UASC. All fines must be cleared prior to registering for another season.

Volunteer Requirement fines:

Fines assessed for failing to fulfill swim meet work requirements are immediately due after the respective swim meet. Fines are set for each work assignment not fulfilled. "Not fulfilled" work assignments include:

- Failing to show up at the assigned time.
- Leaving early without permission of the Volunteer Coordinator, Meet Director, Meet Referee or their designee.
- Failing to complete the assigned task(s).
- Violations of the parent code of conduct while volunteering.

A "work" session is defined as requirements set by the meet director for each home meet based on swimmer level. For example, if the work assignment is three work and one food, that would equal four



requirements from the member. “Work” can be broken up into actual work assignments or food donation assignments and shall be treated equally when determining if a member has met their work requirements for each individual meet.

Fines assessed per calendar year:

- First Missed work assignment- \$250
- Second, and subsequent, missed work assignments- \$500

In addition to the above fines, the board may take additional action against any member who repeatedly has not fulfilled work assignments. Additional action may include, but is not limited to, expulsion from UASC.

Entry Fee Accounts:

Swimmers are expected to compete in swimming meets that have been identified by UASC’s coaching staff. Members will have the opportunity to sign up to compete at the identified meets through the team’s website. Each meet host will set specific fees for the meet that will be assessed to the swimmer for competition. Examples of the fees that can be charged include, but are not limited to: LSC, individual event, relay, facility, and handling/processing. It is understood that by signing up for a meet, members agree to pay all fees assessed by the host organization for their swimmer.

Some meets will offer an opportunity for athletes to complete time trial swims. These are not part of the normal meet and require signup by the swimmer at a specified time and place per the host organization. Payment of the time trial fees will be made directly by the swimmer to the organizer at the time they request entry. Any swimmer wanting to compete in a time trial during a meet will need to bring funds for their entries.

Certain meets may assess fines for swimmers failing to show up for their enrolled heats. Such fines will be outlined in the meet book which is published by the host organization. It is the responsibility of the swimmer and/or their parents to know the requirements of the meet and any potential fines. Fines assessed during the meet are the responsibility of the swimmer.

No refunds will be given for any entries not swam, or completed by the swimmer after the meet entry deadline has passed. The entry deadline will be published on UASC’s website for that meet.



Late Pick-Up Policy

Adopted November 2001

Revised May 2014

Swimmer safety is our highest priority. UASC uses several different pool locations for practice sessions throughout the seasons and it is important that adults and athletes fully understand pick up procedures. USA Swimming guidelines require two (2) coaches to remain at the pool facility until all swimmers have safely departed.

Every parent and guardian is responsible for picking up their swimmer promptly at the conclusion of practice. Any parent or guardian who fails to pick up their swimmer within fifteen (15) minutes of the scheduled conclusion of practice may be fined up to \$50 per occurrence. These fines are at the discretion of the coaching staff. A swimmer who has not been picked up within 45 minutes of the scheduled conclusion of practice shall be considered abandoned and reported to the Upper Arlington Police.



Medical Policy

Adopted November 2002

Revised December 2023

The safety of its swimmers is a goal of the Club. Swimming may, under certain medical conditions, be a dangerous activity.

The parents or legal guardians of all swimmers shall provide a Medical Release Forms annually as a condition of registration as a member of the Club. This form shall provide information regarding the swimmer's medical history and status to determine whether follow-up information and/or special accommodations are appropriate. As a further condition to registration, the parent/legal guardian shall complete an Emergency Card. It shall be the responsibility of the Parent/legal guardian to promptly update swimmer's health history with any medical change that would modify the answer to any questions. Should there be a change in a swimmer's medical condition, the Board may prevent the swimmer from participating in Club activities until the swimmer's ability to continue to participate in all aspects of the program.

In addition, should a swimmer lose consciousness for any reason at any time during the season a letter from the physician as outlined above shall be submitted even if a prior letter is on file. It must include acknowledgement of the recent event and reflect the physician's clearance for the swimmer to resume participation in the program. The Board shall review the letter at its next scheduled meeting or within 30 days of receipt thereof. The Board retains the discretion to approve the letter as written or to require further inquiry as it deems appropriate, and this discretion supersedes any decision by the Medical Committee.

The Board may, in its discretion, require a swimmer who has been identified as being at increased risk in the water to make themselves more recognizable to the lifeguard on duty using distinctive swimwear or swim cap. The Board reserves the discretion to impose restrictions and to make accommodations designed to increase the safety of its swimmers.

By petition to the Board, the swimmer/parent/legal guardian may request special safety accommodations for a swimmer identified as being at increased risk in the water. The Board will consider such a request while considering the best interests of the Club and the swimmer.

A parent/legal guardian may request a waiver of any of the above by petition to the Board. Should the Board, in its discretion, grant such a waiver the parent/legal guardian shall execute a release of the Club and Board and be responsible for any financial costs incurred by the Club due to such waiver.



Parent Code of Conduct Policy

Adopted November 2003

Revised December 2023

Every parent or guardian of a competitive swimmer is expected to:

- Practice teamwork and respect with all parents, swimmers, and coaches and model desirable conduct by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
- Not coach or instruct any swimmer at a practice or at a meet, from the stands or any other area, or interfere with coaches and officials on the pool deck.
- Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of swimmers, parents, officials, and coaches at meets and practices.
- Exercise self-control always and know their role: swimmers swim, coaches coach, officials officiate, and parents.
- Understand that criticizing, name-calling, and using abusive language or gestures directed toward coaches, officials, and/or swimmers will not be permitted or tolerated and may result in removal from an event in progress, suspension from future meets, or, if no other resolution is reached removal from the club.
- During meets, direct questions or concerns regarding decisions made by meet officials to a member of the coaching staff, not to the officials.
- Enjoy involvement with UASC by supporting the swimmers, coaches and other parents with positive communication and actions.
- Ensure their swimmers behave in a manner that is positive and supportive to the team and listen to coaches, swim meet volunteers, and officials always, and follows the Upper Arlington school code of conduct as published on Upper Arlington School's website.

Should a parent or guardian conduct themselves, or allow their swimmer to conduct themselves, in such a way that brings discredit or discord to Upper Arlington Swim Club or USA Swimming, they will be subject to disciplinary action. Disciplinary action includes the immediate removal from any UASC related



event, by the person(s) assigned by the board to oversee the event, where a violation of the parent code of conduct is, or has the potential to, impact the safety or health of other participants.

While this Parent Code of Conduct is designed to inform parents' behavior, parents are expected to model desirable behavior and to ensure their swimmers abide by the Athlete Code of Conduct when interacting with other swimmers, coaches, or officials.

The UASC Board of Directors maintains the right to sanction, suspend, or remove from the Club any members violating the Code of Conduct by a board recommendation and a vote of two-thirds of the elected members of the Board. No member shall have their voting rights suspended or be expelled from the Club until they have been furnished with an opportunity to be heard by the Board in their own defense. Every effort will be made to convene such a meeting within 10 business days, based on the availability of persons involved. The Board of Directors shall have the power to act, as it may deem proper, regarding the removal, suspension, or reinstatement of Club members.



Athlete Code of Conduct Policy

Adopted December 2023

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches, as well as other teams' swimmers and all meet officials, at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences, including being prohibited from participating in club practices or meets and, in situations that cannot be remedied, removal from the club.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Swimmer's signature

Date

Parent's signature

Date



Coach Code of Conduct Policy

Adopted December 2023

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.
- 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 their 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 their supervisor and/or the club's board of directors.



Dispute Resolution Policy

Adopted December 2023

While it is preferred that most minor situations be handled by the coach and the swimmer, and in some instances also the swimmer's parent, this Dispute Resolution Procedure has been designed to provide swimmers, parents, coaches, club leaders and employees a way to address and report more serious concerns in a productive, systematic way. Serious concerns include verbal or physical attacks and rules violations, other than the ones listed below that should be reported to our national portal. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Local law enforcement- Upper Arlington Police [\(614\) 583-5150](tel:6145835150)

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Athlete Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A CONCERN (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the Board of Directors is notified of the complaint and resolution. The board will participate in assessing behavior as needed.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach



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- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the Board of Directors is notified promptly of the complaint and will participate in assessing behavior. Every effort will be made to promptly resolve the concern.

Regarding Conduct of Head Coach - Notify the Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters need to be addressed with the appropriate person before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW CONCERNS WILL BE HANDLED

The coach and Board of Directors have the authority to impose penalties for infractions of the Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or Board of Directors. Involved parties will be informed of the processes. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.



The Board of Directors goal in the dispute resolution process is to assist all involved parties to return to a productive team environment. The board may, at its sole discretion, choose to streamline the below steps on a case-by-case basis in order to achieve this goal.

There are no set timelines within the dispute resolution process because of the unique nature of each dispute. The board will work to resolve each dispute as quickly as possible while minimizing any impact on the team and involved parties.

Steps of the dispute resolution process:

1. Gathering Information: The appropriate individuals will contact the person who filed the dispute, and the person against whom the dispute is being filed, to ask questions about what happened. In addition, at the sole discretion of the investigator(s), other witnesses may be contacted for more information. The investigation will be structured to minimize the social, emotional, and time impact to the affected parties.

2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies, facility rules, USA Swimming Code of Conduct, and or USA Swimming Safe Sport policies, as well as applicable local and state laws.

3. Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:

- a) *Nature of the misconduct*
- b) *Severity of the misconduct*
- c) *Prior disciplinary actions*
- d) *Adverse effect of the misconduct*
- e) *Application of the Code of Conduct*



Travel Fund Policy

Adopted April 1995

Revised August 2025

Rationale:

From time to time, members of the Upper Arlington Swim Club may achieve time standards qualifying them to enter national level meets. These meets include the Junior National, Senior National, Olympic Trials, and other national meets as determined by the Board. The Board feels that Club swimmers should be assisted in covering a portion of the cost of travel to participate in these meets. Ohio Swimming, Inc., has historically maintained a travel fund to reimburse these swimmers. The Upper Arlington Swim Club Travel Fund is merely intended to be an extension of that fund.

Swimmers should be aware that:

- These funds are intended for qualified **TRAVEL** expenses only, and not for meet entry fees. These expenses are the sole responsibility of the swimmer's family.
- Distribution of funds from the UASC Travel Fund is not guaranteed and funds will only be dispersed provided there are funds available at the time of request.

Account Funding:

It is the opinion of the Club Board that coaches, and/or members of the Upper Arlington Swim Club, for funding the Travel Fund Account, may organize fundraising efforts from time to time. Any funds raised specifically for travel fund reimbursement will be accounted for separately from other club funds. In addition to any funds raised above, the board may budget for travel reimbursement as part of its annual budgeting process. Upon review of reimbursement requests, additional funding may be allocated with Board approval so long as it does not adversely affect the club's reserves. Funds generated by fundraising efforts will be used for travel reimbursement prior to any budgeted allocations. If the total requests by swimmers exceed the amount of funds available, payments will be reduced proportionally so that total payments do not exceed funds available.

Qualifications:

To qualify for fund disbursements, the swimmer must be a member in good standing with the Upper Arlington Swim Club and hold a current USA Swimming registration showing attachment to UASC.



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- Reimbursement will not be more than the registration fees paid by the swimmer to UASC during the year in which they seek travel reimbursement.
- No swimmer may be delinquent in payment of swim fees in anticipation of a travel reimbursement.
- Travel funds will be available to swimmers qualified in individual events only and relay participants as determined by the coach.

Disbursements:

The UASC travel funds are paid to the swimmer only after the required and completed forms are submitted to the Board Treasurer and are viewed to be appropriate. The coach is required to submit the appropriate reimbursement forms in a timely manner to Ohio Swimming, Inc., in accordance with Ohio Swimming rules to obtain reimbursement for travel to a national meet.

- It is the intent of the UASC Travel Fund, provided funds are available in the fund, to match up to the reimbursement offered by Ohio Swimming Inc., for the approved meet(s).
- SWIMMERS MUST ENSURE THAT ALL PROPER FORMS HAVE BEEN SUBMITTED FOR TRAVEL FUNDS FROM OHIO SWIMMING INC. Payment will not be made to swimmers who fail to earn reimbursement from Ohio Swimming.
- Swimmers must provide the UASC Board Treasurer with a copy of the completed and submitted Ohio Swimming Travel reimbursement.
- Completed forms for reimbursement must be received within 30 days of the conclusion of the requested meet.
- When the funds in the UASC Travel Fund are not sufficient to fully reimburse all eligible swimmers, a pro-ration of available funds will be made.



Cancellation Policy

Revised December 2023

The Superintendent of Upper Arlington Schools has affirmed the policy that Club activities at Upper Arlington High School must be cancelled on any day that school is cancelled due to severe weather or another emergency. The UA Athletic Director has the authority to cancel Club activities on weekends and other days on which school is not in session. The Athletic Director will announce cancellation via local television and radio channels and via a message recorded on (614)363-2262.



Travel Policy

Adopted December 2023

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

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

Section 2 - Additional Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.



- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and their parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or their designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three people. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or their designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.



Anti-Bullying Policy

Adopted December 2023

PURPOSE

Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to the person being “bullied”. 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 UASC takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to themselves or of damage to their property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).



REPORTING PROCEDURE

An athlete who feels that they have been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh, and behavior can be accurately recalled, and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

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

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

FINDING OUT WHAT HAPPENED

- 1. First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
- 2. Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.



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

SUPPORTING THE KIDS INVOLVED

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 them feel safe. Remember that changes to routine should be minimized. They are 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.

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 they have been bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who 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.



Athlete Protection Training Policy

Adopted December 2023

Background

Since 2010, USA Swimming has required athlete protection education of all non-athlete members of USA Swimming. Further, the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 requires USA Swimming, as the National Governing Body for the sport of Swimming, offer and provide consistent training to all adult members who are in regular contact (e.g., ongoing interactions during a 12month period wherein the individual is in a role of direct and active engagement) with amateur athletes who are minors, and, subject to parental consent, to members who are minors, regarding prevention and reporting of child abuse.

The U.S. Center for SafeSport requires any of the following individuals who has regular contact with or authority over minor athletes to complete athlete protection education:

- USA Swimming members
- Employees or board members of USA Swimming, Zones, LSCs or member clubs
- Individuals within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs; and
- Individuals who are authorized, approved or appointed by USA Swimming, Zones, LSCs or member clubs to have regular contact with or authority over minor athletes.

Mandatory Training for Adult Members

The mechanism by which USA Swimming requires and tracks athlete protection education is through the privileges and responsibilities of membership. As set forth in Article 2.6.3 of the USA Swimming Corporate Bylaws, all adult members of USA Swimming, including athletes and junior coach members, must have satisfactorily completed athlete protection education as a condition of membership. Membership will not be conferred to an adult member of USA Swimming unless and until athlete protection education is satisfactorily completed. The following are required to be members of USA Swimming:

- Employees of USA Swimming, Zones, LSCs and member clubs;
- Individuals serving on the board of directors of USA Swimming, Zones, LSCs and member clubs;
- Volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with* or have authority over athletes as part of their regular duties (note: this does not include timers, meet marshals, computer operators, etc., who only have limited contact with athletes during a meet);



- Personal care assistants hired or appointed by USA Swimming, Zones, LSCs and member clubs, who act in a coaching capacity and/or who have direct and frequent contact with minor athletes other than those to whom they provide care; and
- Individuals with any ownership interest in a member club.

As required by the U.S. Center for SafeSport, individuals subject to this policy must complete athlete protection education on an annual basis. Upon initiating membership with USA Swimming or beginning a new role subjecting the individual to Article 2.6.3 of the USA Swimming Corporate Bylaws, the individual must complete the SafeSport™ Trained Core course before participation. Upon completion, the individual's member record will be updated with a training requirement expiration date one year from the date of completion. Individuals can renew the athlete protection education requirement as early as 90 days prior to their expiration date by taking the appropriate refresher course. After completing three refresher courses in successive years, the individual will be required to start the training cycle anew with the SafeSport™ Trained Core course. If an individual permits their athlete protection education to lapse by failing to renew prior to the expiration date or by otherwise allowing membership to lapse, the individual will be required to retake the SafeSport™ Trained Core course again.

USA Swimming members are required to complete the athlete protection education on the USA Swimming platform accessed at <https://university.usaswimming.org/landing>.

Minor Athlete and Parent Training

USA Swimming will, on an annual basis, offer and give training to parents and minor athletes (subject to parental consent) on the prevention and reporting of child abuse. Free online training courses for parents and minor athletes on the prevention and reporting of child abuse are available any time at <https://university.usaswimming.org/landing>.

Exemption for Victims/Survivors

Completing the required athlete protection education may be triggering or re-traumatizing for victims/survivors. Exemptions to this requirement may be made on a case-by-case basis. Requests should be sent to safesport@usaswimming.org. Requests may also be made directly to the U.S. Center for SafeSport at exemptions@safesport.org.

Individuals with Limited English Proficiency

The U.S. Center for SafeSport provides the required athlete protection courses in English, Spanish, French. An individual subject to this policy may request an exemption from this Policy as a result of limited English proficiency by contacting safesport@usaswimming.org.

*Defined as ongoing interactions during a 12-month period wherein the individual is in a role of direct and active engagement.



Electronic Communication Policy

Adopted December 2023

PURPOSE

The Upper Arlington Swim Club (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

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

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



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

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

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

FACEBOOK, SnapChat, BLOGS, AND SIMILAR SITES

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

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting shall only be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.



REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication by submitting a written or emailed request to the Board President, Vice-President, or team admin.



Photography Policy

Adopted December 2023

PURPOSE

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

POLICIES

1. The publishing of a photograph of a swimmer under 18 either on a notice board or in a published article or video recording of swimming competitions ("publication") should only be done with parents' consent. Annually parents will be provided the attached form to opt out of photographs. A parent may opt-out of photography taken by the UASC club photographer, or publishing of photographs on the UASC controlled websites/boards at any time.

In the case of open meets and other competitions where UASC has an official photographer present, all parents attending should be made aware of this in our meet information. If photos are to be published by UASC, the individual parent should be given the opportunity to withhold their consent.

All photographs must observe generally accepted standards of decency in particular:

- 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 will not be taken from behind swimming blocks at the start of a race and should not exhibit a child climbing out of the swimming pool.
- Photographs will not be taken in locker-rooms or bathrooms.



UASC Photo Opt-Out Release

Activity: _____

Date: _____

Please complete and return this form ONLY if you do NOT wish for the UASC to record or your/your child's participation and appearance on any recorded medium.

This Photo Opt-Out Release is applicable and valid for this ACTIVITY, up to 12 months from the date of signature for on-going UASC activities.

I, the undersigned, do not wish for UASC to record my/my child's participation and appearance on any recorded medium including, but not limited to video, audio, photos (collectively, "recordings") for use in any form (including, but not limited to print, websites, blogs, internet). I understand UASC will make reasonable efforts to comply with my request. If I become aware of a recording with my/my child's likeness, I will notify Erin Reetz, UASC's Team Administrator. I understand that the UASC will then make reasonable efforts to remove my likeness from recordings.

Please sign and return this completed form to Erin Reetz.

I hereby confirm that I am the parent or legal guardian of the above-named participant. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above Photo Opt-Out Release, and am familiar with its contents.

Name (Please Print): _____

Telephone #: _____

Address: _____

City: _____

State: _____

Parent or Guardian Signature: _____

Date: _____

I hereby confirm that I am of legal age (18) and have every right to contract in my own name as stated above. I further affirm that I have read the above Photo Opt-Out Release, and am familiar with its contents.

Signature: _____

Date: _____

NOTE: Complete a new form every 12 months for on-going UASC activities.



Lifeguard Policy

Adopted June 16, 1998

The Club has agreed to comply with the rules set forth by the Ohio Department of Health ORC section 3701-31-05.

All practices held at the Upper Arlington High School Natatorium will comply with the variance of ORC Section 3701-31-05 as approved by the Ohio Department of Health, Franklin County District Board of Health and the Upper Arlington City Board of Health, allowing a lifeguard certified coach to act in a dual capacity as lifeguard and coach. The Club has acknowledged to the Upper Arlington High School administration that they agree to comply with the Upper Arlington High School Natatorium Guidelines and Procedures for Usage. During all Pre-Competitive, Bear Cub, Bear practices, grading days and all swim meets, at least two lifeguard certified individuals will be on deck always. During Black Bear and Golden Bear practices at least one lifeguard certified individual will be on deck always.

All practices held at facilities other than the Upper Arlington Natatorium will comply with the Ohio Department of Health ORC section 3701-31-05. There will be at least one lifeguard Certified individual responsible only for the safety of bathers and individuals on the deck area adjoining the pool or spa while on duty.



Coach Evaluation Policy

Adopted March 1997

Revised December 2007

The Club has a contractual agreement with the coaches the Club employs to provide an evaluation of the coach's performance annually. Said evaluations will be conducted in the following manner:

Evaluation Interview:

During annual interviews the Coach is requested to address at least three areas:

1. The Coach's current perception of the job, its strengths, weaknesses, personal sense of accomplishment, does it still provide a challenge and enjoyment?
2. A general statement of the Coach's perceptions on how well the season has gone.
3. In what ways can the Board of Directors help?

Head Coach Evaluation (UASC and Golden Bear):

The evaluation will be conducted by the current club President and Vice President. The President of the Club will conduct an evaluation interview with the coach to review the evaluation and set goals for the upcoming year.

Assistant Coaches Evaluations:

The Age Group Head Coach will evaluate the assistant coaches by completing the standard evaluation form. The head coach can ask for the UASC President to attend the evaluation interview with the assistant coaches.



Conflict of Interest Policy

Adopted December 2023

There exists between UASC and its board, officers, and employees or staff and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers and employees or staff have the responsibility of administering the affairs of UASC honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of UASC. Those people shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with UASC, or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

1. Definitions

- A. Interested Person(s) – Any member of the UASC Board of Directors, any of its Committees, Employees or Staff who has direct or indirect Financial Interest in or through business, investment or family shall be considered an Interested Person.
- B. Direct or indirect Financial Interest is:
 - (1) ownership or investment in any entity with which UASC has a transaction or arrangement, or
 - (2) a compensation arrangement (i.e., employee or independent contractor) with UASC or with any entity or individual with which UASC has or will have a relationship, transaction, or arrangement, or
 - (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which UASC is negotiating a transaction or arrangement.

2. Procedures

- A. Duty to Disclose
 - (1) Any actual or possible conflict of interest in the organization should be made to the President (or if they are the one with the conflict, then to the Vice president who shall bring these matters to the board). The Interested Person must disclose the existence of an Interest and be given the opportunity to disclose all material facts to the directors or members of committees with whom it is considering the proposed transaction or arrangement.
- B. Determination if Conflict of Interest Exists
 - (1) A member of the Board or a committee may declare the existence of a conflict of interest and recuse themselves from discussion of the proposed transaction or arrangement and all votes, or
 - (2) After disclosure of the Interest and all material facts, and after any discussion with the Interested Person, they shall leave the meeting while a determination of a Conflict of Interest is discussed and voted upon by the remaining board or committee members deciding if a conflict exists.
- C. Procedure for Addressing the Conflict of Interest



UPPER ARLINGTON SWIM CLUB
A TRADITION OF EXCELLENCE



- (1) An Interested Person may make a presentation at the board or committee meeting, but, unless requested to stay by a majority of the members, after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - (2) The President of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement for which there is a conflict of interest.
 - (3) After exercising due diligence, the Board or committee shall determine whether UASC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - (4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
3. Annual Statements - A Conflict-of-Interest Disclosure Statement shall be completed on an annual basis by each employee, board member, committee member and anyone otherwise designated by the board as soon as it is administratively feasible.
4. Periodic Reviews – To ensure UASC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews of its compliance with this policy shall be conducted.



Expense Policy

Adopted January 2025

Payment/Accrual

Expenses related to current operations will be paid and recorded promptly when due; however, all bills due and payable that remain unpaid at the end of the month should be recorded as current month expenses. Expenses that are paid or accrued that are applicable to future periods should be recorded as prepaid or deferred expenses and amortized over the period to which they are applicable.

Documentation

All expenses must be supported by proper documentation (i.e. invoices, receipts or vouchers) along with a complete description and/or purpose of the expenditure. In the event that the invoice, receipt or voucher is lost, a handwritten receipt documenting the expenditure may be used if there is no other means to obtain a duplicate copy and subsequently requires the approval of the President or the Treasurer.

Authorization and Approval

All expenses require the approval of the officer in the following schedule:

Position	Authority and Approval
Board	- Non-budgeted current period expenditures over \$2,000. - Non-budgeted amortized expenditures exceeding a per-period cost of \$500.
President	- All budgeted expenditures. - Non-budgeted current period expenditures up to \$2,000. - Non-budgeted amortized expenditures up to a per-period cost of \$100.
Treasurer	- All budgeted expenditures. - Non-budgeted current period expenditures up to \$3,000. - Non-budgeted amortized expenditures up to a per-period cost of \$100. - All Coach and staff member corporate credit card expenditures.
Head Coach/ Admin	- All budgeted expenditures related to Club. - Non-budgeted current period expenditures pertaining to the Club up to \$3,000. - All fees accrued for the Clubs' participation in a swim meet. - UASC hosted meet expenses up to the meets' total budget. - Head Coach Only- All coach and staff corporate credit card expenditures.

Disbursements

All expense disbursements or recording of expenses requires the approval of the treasurer, or the President. In the absence of these individuals, the head coach will have temporary authority to approve operational expenses to be disbursed or recorded.



Reimbursement Timing

All expenses must be submitted for reimbursement within 60 days of incurring the expense. The treasurer may at their discretion extend this time due to unforeseen circumstances.

Reimbursements to Board Members or Committee Members

Reimbursements of board members, coaches and committee members incurred by them in connection with the conduct of swim club business or attendance at swim club affairs are permissible. Reimbursements can only be made when actual expenses of a reasonable amount are supported by an itemized accounting, with supporting receipts or vouchers. A fixed or standard rate type reimbursement cannot be made to directors or other volunteers for time spent in connection with attendance at meetings or affairs. Reimbursements can only be made for actual expenses of a reasonable amount incurred by the person submitting the claim and supported by an itemized expense claim.

Cash Advances

In cases where personnel receive expense funds in advance for the purpose of traveling to a conference, event, function or for purchasing of supplies for the club, an accounting must be made to the treasurer promptly after the event for which the funds were advanced. If the funds advanced exceed the actual itemized expenses of a reasonable amount incurred by the individual, the unused balance of the advance must be returned. On the other hand, if the actual itemized expenses of a reasonable amount incurred exceed the amount of the advance, the individual will be reimbursed for the additional amount covered by their accounting.

Corporate Credit Card Expenditures

UASC may issue a corporate credit card to members of the board, coaching staff or key employees in order to allow these individuals to efficiently resolve situations where the immediate payment of an expenditure is necessary. Corporate credit card activities and charges are subject to the same limits listed in the Authority and Approval table contained within this policy. On a monthly basis, corporate credit card expenditures will be reviewed and approved in following manner:

Treasurer – is responsible for reviewing and approving all corporate credit card charges incurred by the Head Coach.

Head Coach or Treasurer – is responsible for reviewing and approving all corporate credit card charges made by any other member.

Any expense not approved by the above individual(s) shall be considered of a personal nature. That expense(s) will immediately be due from that person and payable to UASC.

**Mileage Reimbursement**

UASC will reimburse coaches for travel to meets outside of the Columbus area when working for the club. Round trip travel must be more than 50 miles to qualify for reimbursement. Mileage will be reimbursed at the rate established by the IRS using the standard mileage rates for business use. The Treasurer will verify and update the mileage rate annually.

Meal Stipend

In accordance with IRS regulations surrounding travel, coaches may be provided with a meal stipend while traveling for club business. The stipend is \$50 per day of travel. An expense report must be submitted to the treasurer within 60 days of the trip. It must detail the business purpose, dates and places of the trip, and a copy of the lodging receipt.

The per diem reimbursement will cover the following items:

- All meals
- Room service
- Laundry, dry cleaning, and pressing of clothing
- Fees and tips



Deposit Account Policy

Adopted January 2025

Before any bank checking, savings and/or investment accounts can be established on behalf of Upper Arlington Swim Club, Inc. a Corporate Resolution is required to be approved by the Board of Directors and the necessary signatures and authority forms will be approved by the designated officers of the Board. The Board of Directors at the recommendation of the President or Treasurer, will designate those individuals who are authorized to sign on specific bank accounts.

At all times, the club will maintain 2 signatories on the accounts. If one person is removed from the account, the board will identify a replacement as soon as practical, but no later than the following board meeting.

With regards to corporate checking accounts, all bank statements and canceled checks will be sent to the person designated by the Treasurer for reconciliation purposes.

Before a check can be issued from an account it must have authorization of at least one approved signer.

Such authority for establishing new depository accounts or facilitating changes shall be reported in the minutes of the Board Meetings.



Corporate Borrowing Policy

Adopted January 2025

Before any loan, credit card, or line-of-credit can be established on behalf of Upper Arlington Swim Club, Inc. a Corporate Resolution is required to be approved by the Board of Directors and the necessary signatures and authority forms will be approved by the designated officers of the Board.

Not including corporate credit cards, the President or Treasurer of the Board of Directors may borrow on behalf of Upper Arlington Swim Club when required for established lines-of-credit. The maximum that may be drawn on a line of credit is 25% of the assets of the organization regardless of the limit. All advances on a line-of-credit will be reported to the board at the next meeting for inclusion in the minutes. A detailed description of the reason for the advance will be recorded.



Equipment Purchasing Policy

Adopted January 2025

The President, Head Coach, or Treasurer are authorized to purchase or direct the purchase of the following items:

- a. Any equipment purchase/replacement that was included in the board approved Operating Budget;
- b. Purchase or replacement of equipment that falls within the board approved spending limits contained in the Expense Policy.

Note: Depreciation schedules will be established and implemented as directed by the Treasurer.



Deposit Reserves Policy

Adopted January 2025

Purpose

The purpose of the Operating Reserve Policy for UASC is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of UASC for Operating Reserves to be used and replenished within a reasonably short period of time.

Goals

The target minimum Operating Reserve Fund is equal to 6 (six) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses. The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget and will be included in the reporting to the board.

When a shortfall is identified in the required reserves the board will create a plan to meet the target reserves within 2-3 fiscal years. This will be achieved through a combination of income generation and fee reductions. At no time will the club sacrifice the quality of services offered to the membership solely to meet the reserve goals.

Identifying Reserves

The Operating Reserve Fund will be recorded in the financial records as Board-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. Operating Reserves will be maintained in a segregated bank account or investment fund, in accordance with investment policies OR will be commingled with the general cash and investment accounts of the organization.

Funding of Reserves

The Operating Reserve Fund will be funded with surplus unrestricted operating funds.



Indemnity Policy

Adopted January 2025

Pursuant to Ohio Revised Code 1702.12, UASC shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, or director of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Granting Indemnity

Unless ordered by a court, any indemnification shall be made only as authorized in the specific case, upon a determination that indemnification of the director, or officer, is proper in the circumstances because the person has met the applicable standard of conduct. Such determination shall be made in any of the following manners:

- (a) By a majority vote of a quorum consisting of directors of UASC who were not and are not parties to or threatened with the action, suit, or proceeding
- (b) Whether or not a quorum as described in (a) of this section is obtainable, and if a majority of a quorum of disinterested directors so directs, in a written opinion by independent legal counsel other than an attorney, or a firm having associated with it an attorney, who has been retained by or who has performed services for the corporation or any person to be indemnified within the past five years
- (c) By the members
- (d) By the court of common pleas or the court in which the action, suit, or proceeding

Insurance

The board of directors will maintain an insurance policy(s) to provide indemnification to its directors and officers.

Limitation of Indemnity

The total indemnity provided under this policy will be capped at the greater of the insurance coverage payout plus any deductible or fifty percent (50%) of the club's reserves.