

LONGHORN
AQUATICS

TEAM
HANDBOOK

2024-2025

What Starts Here Changes the World!

Table of Contents

1. Contact Information.....	page 3
2. Welcome.....	page 4
3. Organization.....	page 5
4. Membership Requirements.....	page 6
5. Required Volunteer Points for Age Group Swimming.....	page 8
6. Communication.....	page 9
7. Facility Information.....	page 9
8. Billing Policies and Fee Information.....	page 11
9. Code of Conduct.....	page 14
10. Minor Athlete Abuse Prevention Policy.....	page 18
11. TXLA - Social Media and Communications Policy.....	page 23

1. Contact Information

Website - www.longhornaquatics.utexas.edu

Location Address

Lee and Joe Jamail Texas Swimming Center
1900 Robert Dedman
Austin, TX 78712

The Lee and Joe Jamail Texas Swimming Center (TSC) is located on the corner of Martin Luther King Boulevard and Robert Dedman, south of Memorial Stadium and west of I-35.

Mailing Address

Longhorn Aquatics
1900 Robert Dedman D4050
Austin, TX 78712

Telephone Numbers

Longhorn Aquatics - (512) 471-7433
Texas Swimming Center Front Desk - (512) 471-7703
UT Police Department - (512) 471-4441

Coaching Questions - Coaches respond to brief questions before or after daily practice. [Please email the coach to schedule an appointment.](#)

Membership and Billing Questions - For information and questions regarding registration or billing matters, contact the Longhorn Aquatics Membership Office at TXLAmembership@austin.utexas.edu or (512) 232-5660.

2. Welcome

Welcome to Longhorn Aquatics!

Our pool is home to hundreds of Olympic Trials Qualifiers, over 70 Olympians, and some of the best coaches in the world. At Texas, what starts here, changes the world. Becoming a member of Longhorn Aquatics is larger than joining a swimming, diving or water polo team; you are becoming part of the Texas legacy that is like none other.

Longhorn Aquatics is here to provide well-rounded, competitive programs for all of our athletes while instilling life-long health and well-being.

Please do not hesitate to contact me or your coaches with any questions.

Hook em' Horns!

Ann Pickens

Director

Ann.pickens@austin.utexas.edu

(512) 471-7433

3. Organization

a. Club Administration and Staff:

- i. **Club Administration** – Longhorn Aquatics (TXLA) is a club for competitive athletes of all ages and ability levels. TXLA is a member of USA Swimming, USA Diving, AAU Diving, US Masters Swimming, and USA Water Polo. Organizationally, TXLA is a University of Texas at Austin department operated under Financial and Administrative Services. TXLA offers age group programs for swimmers, divers, and water polo players aged 6 and over, as well as masters swimming, diving, and water polo, for adult swimmers who want to continue a health and wellness lifestyle. Each program offers opportunities for athletes to participate in local, national, and international levels of competition. All Longhorn Aquatics coaches and staff are employees of the University of Texas. No University funds may be used to support Longhorn Aquatics; consequently, Longhorn Aquatics is considered a self-funded department.
- ii. **Staff** - Longhorn Aquatics strives to maintain a stable, well-trained, and experienced coaching staff at all levels of the program. Our hiring process starts with a pre-employment screening, including an interview and comprehensive criminal background check for each prospective employee. In accordance with state law, all coaches complete mandatory training for child abuse awareness and reporting. All coaches must have a current certification by their national governing body. Each coach has the combination of experience, education, and caring that makes for superior coaching. Longhorn Aquatics coaches are certified in First Aid, CPR, concussion training, coaches' safety training, athlete protection and have passed a Level 2 Background Check.

b. National Governing Bodies: To join Longhorn Aquatics, each athlete must be registered with their National Governing Bodies (NGB) i.e., USA Swimming, USA Diving, AAU Diving, US Masters Swimming or USA Water Polo.

- i. **USA Swimming** - <http://www.usaswimming.org> - USA Swimming is the national governing body for swimming in the United States. All swimmers are required to join USA Swimming for liability insurance that covers both TXLA and the swimmer. This is mandatory to practice and compete in meets throughout the year. TXLA is the assigned club code. ST (South Texas) is the assigned LSC (Local Swimming Committee).
- ii. **USA Diving & AAU Diving** - <http://www.usadiving.org> and <http://diving.aausports.org> - USA Diving and AAU are two of the National Governing Bodies for diving within the United States. All Longhorn Aquatics divers are **required to join AAU Diving**. Depending on the level of competition, USA Diving registration may be necessary to compete in

certain meets. When registering with AAU, select Longhorn Aquatics as your club/team. AAU Diving provides liability insurance that covers both TXLA and the diver. Divers must register with USA Diving before enrollment in TXLA.

- iii. **USA Water Polo** - <http://www.usawaterpolo.org/> - USA Water Polo is the National Governing Body for the sport of Water Polo in the United States. All TXLA Water Polo members are required to join USA Water Polo annually for liability insurance and to compete in certain meets throughout the training year. Minimum Bronze Level membership required. The coach can answer any membership level questions.
- iv. **United States Masters Swimming** - <http://usms.org> - United States Masters Swimming (USMS) is the national governing body for masters swimming within the United States. Longhorn Aquatics Masters swimmers are **required to join USMS** before enrollment. USMS registration provides liability insurance for Longhorn Aquatics.

4. Membership Requirements

- a. Participants must be 6 years old at the time of registration
- b. Participants must meet the minimum requirements set forth by the coaching staff. The Texas Swimming Center is one of the fastest pools in the world because we have no shallow water. The minimum depth is nine feet. All athletes must be able to swim in deep water before tryouts.
- c. Participants (if over the age of 18) or the parent/legal guardian (if 18 or under) must register online and accept all waivers and policies electronically. This includes a Release and Indemnification agreement, TXLA Code of Conduct Rules, Minor Athlete Abuse Prevention Policy and the Social Media and Communication policy. Members are also asked to sign an optional photo release.
- d. The participant must be fully registered and pay the full amount due before being admitted.
- e. Participants must be registered with the required NGB for their program, and they **must present their membership card within 7 days of registering for Longhorn Aquatics**. Participants will be allowed to practice for at least 7 days from the registration date without their NGB card. After 7 days, their membership will be suspended until the card is presented.
- f. Participants must type in their pin number each time to access the TSC deck and locker room. Pin numbers will be assigned after registration.
- g. Participants must maintain a paid balance on his/her account with Longhorn Aquatics for all training fees, meet fees and other charges.
- h. Participants must abide by all rules and regulations of Longhorn Aquatics, the Texas Swimming Center, the University of Texas at Austin, and their NGB.

- i. Admission to each training group is offered preferentially to active members of Longhorn Aquatics. Qualified applicants are accepted on a first-come, first-served basis. A waiting list is maintained if a group is filled.
- j. Attendance: Many groups have minimum attendance expectations. While it is understood that there will be unexpected absences from time to time, it should be recognized that competitive swimming, diving, and water polo, involve skill development, strength development, and endurance development which is related to the amount of training an athlete receives. Optimum progress is heavily dependent on regular attendance.
- k. **Returning Athlete Policy:** An athlete that wishes to return to Longhorn Aquatics, after leaving for any reason, requires an invitation to return from the Head Coach *of their program*.
- l. Team members who do not participate in a specific month of training risk losing their spot in their respective practice group. They will be assigned a practice group by the Head Coach when returning, based on space availability and ability to fulfill practice requirements.
- m. Medical Policy: If an athlete sustains a head injury, or any other injury requiring medical attention, a doctor's note approving return to their sport must be provided prior to returning to practice.

5. Required Volunteer Points for Age Group Swimming

- a. Our volunteer system is a vital part of how we keep swimming meets well-staffed and to cover the expenses of events in a world-class facility. All members of Age Group Swimming are required to participate in the volunteer system, even if they do not compete in meets.
- b. To meet the volunteer requirement, Age Group Swimming members must accrue a certain number of volunteer **points** each season. The number of volunteer **points** your family needs to earn is determined by the highest level of training in which your family participates. Find your family's highest level of training in the chart below to figure out how many volunteer **points** your family must fulfill each season. **Points** are awarded based on the position served.
- c. Descriptions of our volunteer requirements, volunteering tips, and volunteer opportunities are listed on the following website:
<https://www.utexas.edu/longhornaquatics/programs/volunteering/>

i. Point Requirements for Swimming

	UT Swim Short Course Season	UT Swim Long Course Season
National	32	32
National Development	28	28
Senior	24	24

Senior Longhorn	18	18
Longhorn Advanced	18	18
Longhorn	12	12
Junior Longhorn	8	8

ii. **Additional Information**

- You can only earn volunteer points by working at TXLA-hosted events. Working at non-TXLA-hosted meets does not count toward the volunteer requirement.
- Prorated volunteer requirements will be dependent upon the *new* members' registration date.
- Families whose children participate in championship meets *hosted* by Longhorn Aquatics, (example- STAGS or higher championships) are required to volunteer or provide a volunteer for each day their child swims in that level meet, **even if the family has already met its point requirements.** **Failure to comply will result in a \$50 per day fine.**
- There are two volunteer periods: Short Course- September through March. Long Course- April through July. Each family is required to fulfill the assigned volunteer point for EACH season. A family with two swimmers will only have to fulfill the highest group of volunteer points. Families that join TXLA after fall registration are responsible for fulfilling volunteer requirements on a prorated monthly basis.
- If a family leaves TXLA during the season, that family is responsible for paying fees for the remainder of their volunteer points.
- If you do not fulfill your family's volunteer requirements, **you will be billed a \$15.00 fee for each missing point.**

6. Communication

- a. The email associated with your Team Unify account will be used for communication regarding billing, account management and team information. The coaches regularly email specific group information to members. It is necessary for parents to take a proactive role by checking the TXLA website and their email frequently for updates. The ultimate responsibility for keeping up with meet and practice schedules, meet eligibility requirements, volunteer opportunities, and meet entry deadlines lies with each participant and/or their parent/guardians.

- b. **Parents are never allowed on deck to meet with coaches during practice or meets.** If you wish to discuss your athlete's progress or performance, please email their coach to schedule a meeting. [Contact information is available on the Longhorn Aquatics website.](#)

7. Facility Information

- a. Medical care may be provided by the Texas Swimming Center staff, coaches, or advanced medical personnel (UTPD-University of Texas Police Department, EMS, AFD).
- i. Texas Swim Center
- Athletes should arrive no earlier than 15 minutes prior to the start of practice and should depart by 15 minutes after practice ends.
 - All participants **MUST** know their pin number to check-in at the TSC Front Desk.
 - Athletes may bring a lock to secure their personal items in a day-use locker while in training but must remove the lock at the end of practice. Lockers are available for rent for the semester or annually at the TSC. Inquire at the TSC front desk for rates and availability.
 - The Texas Swim Center offers separate girls and boys locker rooms for authorized Longhorn Aquatics participants. These locker rooms are accessible from the pool deck. Please note, at times there are a variety of ages and programs who share these locker rooms. As an alternative option, we have two unisex restrooms on deck at the north and south ends of the pool. We recommend the use of these unisex restrooms during practice.
 - *Parents may access restrooms available on the second or third floors of the swim center. Locker rooms with shower access are not available for parents.*
- b. **TSC Rules and Regulations** - All participants are expected to comply with the rules and regulations of The University of Texas at Austin and the Lee and Joe Jamail Texas Swimming Center (TSC). Neglecting to follow these regulations may lead to termination of privileges. A Longhorn Aquatics membership allows you access for participation in scheduled, supervised practice sessions and appropriate meets, but it is not a pass for unlimited access to the TSC.
- i. Do not bring valuables to the TSC. Longhorn Aquatics participants may not leave equipment in the locker rooms between sessions without using a locker. You may bring your own lock for day use of a locker, but you must take your lock and equipment with you when you leave. Day use lockers

will be cleared at the end of each day by TSC staff. Locks and lockers are also available for rent at the TSC front desk annually.

- ii. Use only proper swimming equipment and attire.
- iii. Do not leave the deck or locker rooms wet. Make sure to dry off completely before exiting the locker room or pool area.
- iv. Bikes and scooters are not allowed inside the Texas Swimming Center. Do not lock bikes or scooters to hand railings near stairs or entrance ways.
- v. Only participants and staff are allowed out on deck. Parents, or children who are not members, must wait in the lobby or watch from the grandstands. If a visitor needs to contact someone in a restricted area, please contact the front desk for assistance.
- vi. All children must be under the direct supervision of an adult. Unsupervised children are not allowed in the building. Masters participants may not bring unattended children to practices.
- vii. The University of Texas at Austin is a tobacco free campus.
- viii. Glass is not allowed in the locker room or on the pool deck.
- ix. Trained service animals or service animals in training with identifiable vests will be allowed. Service animals must remain on leash or in a harness at all times. **Support animals are not allowed in the facility.**

8. Billing Policies and Fee Information

a. Fees:

- i. **Annual Registration Fee**- An annual fee due upon registration is charged to each athlete.
- ii. **Monthly Training Fee**- Registration requires a full month's payment up front. Training fees are billed, approximately, on the 1st of each month. The fee is automatically drafted using the payment method set up upon registration. *A refund can be credited to the account if the new member begins practicing after the 1st of the month.* Fees for current members will not be prorated under any circumstance other than a documented medical condition. Contact the Membership Office at txlamembership@austin.utexas.edu to request a credit.
 - **Swimming** training fees will be billed out in a 9-month cycle (September-May) with June, July & August having no training fees charged. Members who join after September will be billed regular monthly fees.
 - **Diving** training fees will be billed out for an 11-month cycle (September- July) with August will having no training fees charged.
 - **Water Polo** training fees will be billed out for an 11-month cycle (September-July) with August will having no training fees charged.

- **Masters** will be billed out for 12 months (September-August).
- iii. **National Governing Body (NGB) Registration Fee-** An additional NGB membership fee is required for each athlete, each year.
- USA Swimming, USMS, AAU, USA Diving and USA Water Polo registrations are handled by the individual participant online using the links provided above.
- iv. **Swim Meet Entry Fees**
- No additional travel fees will be charged for Swimming.
 - All competitors are required to pay an entry fee to the host team for all meets. To facilitate the entry process, Longhorn Aquatics pays the entry fees for the team and then bills the athlete for his/her entries. These fees will be added to your account and may be automatically charged the week after the event if your payment information is saved, or you will be required to log on to your TeamUnify account to pay the fees.
- v. **Diving Meet Entry Fees**
- No additional travel fees will be charged for Diving.
 - All divers are required to pay their dive meet entry fees personally. TXLA does not pay the entry fees for the team.
- vi. **Water Polo Tournament Fees**
- Water Polo tournament fees vary throughout the season. Tournament fees are paid by TXLA. The participant will be charged their portion of the tournament fee following the tournament.
 - Travel fees will be charged for Junior Olympic tournaments: In state \$50, out of state \$100. These will be charged in addition to each athlete's portion of tournament fees.
- vii. **PE Waiver Processing Fee-** Members who will need a PE Waiver processed for children enrolled in school must submit the required form from their child's school to Bridgette Laitala by email (bridgette.rhoades@austin.utexas.edu). There will be a \$25 processing fee per athlete, per semester, billed to your account at the end of the school year for this service. PE Waivers are reserved for athletes in 8th grade and up.
- viii. **Volunteer Point Fee-** Members will be charged \$15.00 per unfulfilled volunteer point.
- ix. **Inactive Status (WITHDRAW POLICY)-** It is the responsibility of the parent or member to notify the TXLA Membership Office and inform the coach if the member must drop out of the TXLA program. The parent or member must submit an Inactive Status Form (available on the Longhorn Aquatics website) to the TXLA membership office by the 15th of the month BEFORE the month in which you plan to withdraw to avoid billing for the next month. The Membership Office will continue to bill until the form is properly submitted. Please be aware that all outstanding payments and

volunteer points will be billed out before the account is deactivated. Emails, phone calls, or individual communications with your coach is not considered sufficient notice.

- To reactivate your account please obtain approval from your program's head coach, and email TXLAMembership@austin.utexas.edu before the first of the month you wish to return.
- x. **Late Fee-** All monthly training fees are automatically charged to the member's preferred payment method on the 1st of the month. If the member's payment fails, the member will receive an automated email. Members have until the 5th of the month to update their payment information or contact the Membership Office if special consideration is needed. After this grace period, there will be a \$15.00 late fee assessed. A member is only allowed two failed monthly payments before their membership is suspended. The account must be brought current, and all late fees paid in full before the athlete will be reinstated.
- Members with balances over 60 days will result in termination of membership. To avoid termination of your membership, contact the Membership Office to make payment arrangements. A delinquent account with a balance that is 60 days overdue will be reported to the credit bureau and forwarded to a collection agency for collection efforts. In addition to the delinquent balance owed to Longhorn Aquatics, the member will be responsible for the additional fees charged by the collection agency.
 - If a member is dropped from Longhorn Aquatics due to a delinquent account, all overdue and current account balances are immediately due in full. The member will not be allowed to return to the program at any point in the future until the balance is paid, or a payment arrangement has been entered. This fee goes on record with The University of Texas.
- b. **Member Discounts**
- i. **Multiple Family Member Discounts** – Families paying regular training fees with three (3) or more participants will receive a price reduction. The regular training fee will be paid for the 1st and 2nd highest level participant. A 25% discount will be applied to the regular training fee of the 3rd and subsequent highest-level participant(s).
 - ii. **Multiple-Sport Athlete Discount-** Athletes who are enrolled in more than one sport, with TXLA, may be eligible for a monthly training fee discount. Multi-Sport Athlete Discount Forms are available upon request at TXLAMembership@austin.utexas.edu. This form requires signatures and approval from both coaches. It is at the coaches' discretion to determine if the athlete is eligible for a monthly discount, and this is based on the frequency the athlete can practice with each team. On the form, each

coach will circle a 0%, 15%, or 25% discount rate. One discount per athlete. Submit the form to the Membership Office for review and approval.

9. Code of Conducts

- a. **The Longhorn Aquatics Family Code of Conduct** - The Longhorn Aquatics Code of Conduct for our families is to help facilitate a nurturing environment for our athletes and supportive environment for our coaching staff. As parents, it is essential to give our coaching staff the respect and authority they deserve to run their groups. By working together in partnership with them, our club can successfully help your athlete(s) achieve their full potential.
- i. Realize that athletes become easily confused when coached by parents and benefit most from positive reinforcement of the professional coaching staff's instructions and advice. Your unconditional love and support will help them best.
 - ii. Do not coach your child at practice, during competition, or outside the pool.
 - iii. Set the right example for our children by showing respect and common courtesy to the team members, coaches, competitors, officials, parents, for all facilities and other property used during practice or competition.
 - iv. Respect the integrity of officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach them for clarification of rulings.
 - v. Understand that opposing teams, including their athletes, coaches, and fans, want the same positive experiences for their athletes as we do. Help TXLA achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with often.
 - vi. Demonstrate good sportsmanship during all practices, competitions, and team activities. Promote good sportsmanship by setting an example and by helping others to do the likewise.
 - vii. Recognize that TXLA coaches are professionals and allow them to coach your child without interference during workouts and competition.
 - viii. Communicate concerns you may have with your athlete's coach or site head coach in private.
 - ix. Parents & athletes are prohibited from entering a competition outside of the published team competition schedule.
 - x. Maintain open and honest communication among all members of the TXLA family. We reach our common goals by working together.
 - xi. Refrain from taking pictures or videotaping at practices. Photos and videos are prohibited by anyone other than a coach or hired professional for training purposes only. *At competitions*, there is nothing prohibiting you

from videotaping or photographing your own child from the spectator section. However, some venues may have specific guidelines regarding this within the facility, so please check upon arrival.

- xii. Insist that your child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive, or disrespectful of others. This is a violation of our Code of Conduct and could lead to the dismissal from Longhorn Aquatics.

b. BASIC RESPONSIBILITIES OF PARENTS - How to help your athlete reach their potential:

- i. Practice teamwork with all parents, athletes, and coaches by supporting the values of discipline, loyalty, commitment, and hard work.
- ii. Represent TXLA with excellence, respect, team spirit, good sportsmanship, and politeness. Always maintain self-control. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives.
- iii. Know your role: Coaches – Coach / Officials – Officiate / Parents -Parent.
- iv. Assist the coaches in conducting effective practices by ensuring athletes arrive and leave on time. Strive to build confidence in your athlete. Support our philosophy of creating independent athletes by helping to develop athletes who possess confidence, self-belief, resilience, and self-reliance.
- v. Encourage athletes to carry their equipment, pack their bags, and take responsibility for their sport.
- vi. Arrive at competitions in time for volunteer or athlete check-in, stretching and warm-ups.
- vii. Share the burden among parents by volunteering. Help out!
- viii. Help your children learn values and positive character traits. When it comes to loving and supporting your child – particularly in public – winning and losing make no difference.
- ix. Do not compare your athletes to others, other teams, or siblings. Every athlete is different and develops differently and independently from one another. Our coaches design and develop their program structures with a lot of thought, research, and experience behind it. Our mission as a club is focused on your athletes' long-term development and building them to be well rounded.
- x. Do not interrupt or confront the coaching staff on the pool deck during practice or competitions.
- xi. Trust and support your athlete's and coach's decisions around goal setting, training commitments, event planning, and competition schedules. Do not impose your ambitions on your child. Do not expect best times, highest score or wins every time.
- xii. Know and uphold TXLA's rules, regulations, and codes of conduct that are designed to maximize the experience for all athletes and parents.

- c. **Longhorn Aquatics Athlete Code of Conduct** - The Longhorn Aquatics Code of Conduct for our athletes has been developed to foster a positive competitive environment for all of its members. All Longhorn Aquatics athletes agree to the following standards of conduct outlined below in conjunction with each of their national governing bodies' Code of Conduct, as a member of USA Swimming, USA Diving, USA Water Polo, or US Masters Swimming.
- i. When representing TXLA, everyone is expected to behave in an exemplary manner. The reputation of TXLA is dependent on your behavior.
 - ii. Any inappropriate use of cell phones, social media, or other devices is prohibited, especially in isolated areas such as the locker room or hotel room. ***Cell phones cannot be out in the locker room at any time.***
 - iii. Athletes will not taunt or show any unsportsmanlike conduct towards teammates, other athletes, parents, teams, or officials at any time.
 - iv. Any bullying or allegations of bullying of any athlete shall be investigated and disciplinary action will be at the staff's discretion.
 - v. Athletes are expected to learn and understand the TXLA Communications Policy and shall comply with the standards set forth by the team.
 - vi. Any act of fraud, deception, or dishonesty in connection with any athlete will be investigated and appropriate actions taken.
 - vii. Any non-consensual physical contact, obscene language or gesture, or other threatening language will not be tolerated and appropriate actions taken.
 - viii. First impressions are important to the athlete's personal image, to TXLA and to our sports. If the team attends special functions, travels, etc., appropriate team attire is required. During competitions, athletes will wear TXLA attire, and may not wear apparel that represents any other teams or brands other than the team sponsor. Check the coach if unsure what to wear.
 - ix. TXLA athletes are expected to always follow the directions of the coaching staff. At no time will disrespectful attitudes be tolerated from any athlete.
 - x. Any thievery or misuse of property (facility, or other) will not be tolerated.
 - xi. Athletes are not permitted to bring weapons, of any sort, to any practice nor event.
 - xii. The illegal consumption of alcohol, the use of tobacco, or use of any non-prescribed drugs or illegal substance of any kind will not be tolerated. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from TXLA.
 - xiii. The TXLA coaching and administrative staff holds the final word on any rules, regulations, or disciplinary actions.

- xiv. Failure to comply with this Code of Conduct may result in, but not limited to, any or all the following actions: Athlete will not be allowed to participate in practices, competitions, team travel, team activities, suspension or expulsion from Longhorn Aquatics.

10. Minor Athlete Abuse Prevention Policy

- a. **THIS POLICY APPLIES TO “APPLICABLE ADULTS” WHICH IS DEFINED AS:**
 - i. All non-athlete members and adult athlete members;
 - ii. Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - iii. LSC and club adult staff; and
 - iv. Any other adult authorized to have regular contact with or authority over minor athletes.
- b. **GENERAL REQUIREMENT** - The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches, and other non-athlete members of member clubs annually with such written agreement to be retained by the club.
- c. **ONE-ON-ONE INTERACTIONS**
 - i. Observable and Interruptible - One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
 - ii. Meetings - Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - 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.
 - Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.
 - iii. Meetings with Mental Health Care Professionals and/or Health Care Providers - If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - The door remains unlocked;
 - Another adult is present at the facility;

- The other adult is advised that a closed-door meeting is occurring; and
 - Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.
- iv. Individual Training Sessions - Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.
- d. **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**
- i. Content - All electronic communication from Applicable Adults to minor athletes must be professional in nature.
 - ii. Open and Transparent - Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, it is said Applicable Adult must copy another adult.
 - iii. Requests to Discontinue - Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
 - iv. Hours - *Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m.*, unless emergency circumstances exist, or during competition travel.
 - v. Prohibited Electronic Communication - Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant, or direct messages to a minor athlete through social media platforms.

e. TRAVEL

- i. Local Travel - Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
- ii. Team Travel - Team travel is travel to a competition or other team activity that the organization plans and supervises.
 - During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
 - When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
 - Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
 - Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
 - Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
 - Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

f. 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 Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- ii. Use of Recording Devices - Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video

cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

- iii. Undress - An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- iv. One-on-One Interactions - Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- v. Monitoring - The club 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:
 - Conducting a sweep of the locker room or changing area before athletes arrive;
 - Posting staff directly outside the locker room or changing area during periods of use;
 - Leaving the doors open when adequate privacy is still possible; and/or
 - 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.

- vi. Legal Guardians in Locker Rooms or Changing Areas - Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

g. MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- i. Definition: In this section, the term "Massage" refers to 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.).

- ii. General Requirement Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- iii. Additional Minor Athlete Requirements
 - Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
 - Legal guardians must be allowed to observe the Massage.
 - Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

11. TXLA SOCIAL MEDIA AND COMMUNICATION POLICY

- a. This policy outlines the acceptable use of social media and electronic communication by athletes participating in the Longhorn Aquatics program when such use or communication affects or is related to the Longhorns Aquatics program and/or any of its participants (as defined below). This policy is intended to promote a safe and positive environment for athletes, officials, parents, and coaches participating in or affiliated with the Longhorn Aquatics program.
- b. **ACCEPTABLE USE POLICY:** Longhorn Aquatics prohibits the harassment or stalking of any Longhorn Aquatics and/or USA Diving, USA Swimming, US Masters, USA Water Polo athlete, coach, official or parent by any means or method, including but not limited to, the use of Facebook, Text Messaging, Instant Messaging, Twitter, E-Mail, and Snapchat. Harassment and stalking are unacceptable and will not be tolerated.
- c. **HARASSMENT:** Harassment occurs when someone with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - i. initiates communication and during the communication makes a comment, request, suggestion, or proposal that is obscene;
 - ii. threatens, in a manner likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - iii. conveys, in a manner likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - iv. causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - v. makes a telephone call and intentionally fails to hang up or disengage the connection;

- vi. knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
 - vii. sends repeated electronic communications in a manner likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
- d. **STALKING:** Stalking is a course of conduct, including the use of electronic technology, directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- e. **REPORTING ALLEGED VIOLATIONS OF THIS POLICY:** The University will promptly investigate and resolve alleged violations of this policy. Any Longhorn Aquatics participant who believes he or she is being cyberbullied or cyberstalked or is aware of any such cyberbullying or cyberstalking occurring, is asked to report such behavior(s) to a Longhorn Aquatics coach. It is important that affected Longhorn Aquatics participants keep copies of the electronic communication to aid the University in its investigation. While there is no time limit for reporting alleged violations of this policy, reporting an alleged event as soon as it occurs helps the University in its investigation and, if applicable, take steps to eliminate inappropriate behavior.
- f. **INVESTIGATING ALLEGED VIOLATIONS OF THIS POLICY:** Upon receiving a report of alleged cyberbullying or cyberstalking, the Head Coach, or other appropriate University official, will investigate the allegation. For participants found in violation of this policy, sanctions may include suspension or expulsion from the Longhorn Aquatics program.
- g. **ACCEPTABLE COMMUNICATION POLICY:** 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. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:
- i. Drugs or alcohol use
 - ii. Sexually oriented conversation; sexually explicit language; sexual activity; sexually explicit pictures
 - iii. The adult’s personal life, social activities, relationship or family issues, or personal problems unless relevant to the Longhorn Aquatics program or any of its activities.
- h. **FACEBOOK, BLOGS, AND SIMILAR SITES:** While coaches may have personal Facebook (or other social media site) pages or accounts, ***coaches are not permitted to have any athlete member of the team join their personal page as a***

“friend” and coaches are encouraged to mark their pages as “private” to prevent athletes from accessing or viewing the coach’s personal information. ***A coach may not accept any “friend” request from an athlete.*** The Longhorn Aquatics program has an official Facebook page where athletes and their parents can “friend” for information and updates on team-related matters.

- i. **TWITTER:** The Longhorn Aquatics program has an official Twitter page that coaches, athletes, and parents can follow for information and updates on team-related matters.
- j. **TEXTING AND EMAIL:** ***Subject to the general guidelines above, texting and emailing between coaches and athletes must include a legal guardian. Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m.,*** unless emergency circumstances exist, or during competition travel.
- k. **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS:** Parents or guardians of a Longhorn Aquatics participant may request, in writing, that their child not be contacted by coaches through any form of electronic communication.