

Bakersfield Race Club Handbook



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LSC: Central California Swimming

Club Code: BRC

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1. Welcome

Welcome to **Bakersfield Race Club (BRC)**. This handbook explains how our club operates, what families can expect from the program, and what we expect from athletes, parents, coaches, volunteers, and staff.

Our goal is to provide a safe, positive, competitive, and developmentally appropriate swimming environment where athletes can grow in confidence, teamwork, and performance. This handbook applies to all club activities, including practices, meets, team travel, team events, electronic communications, locker/restrooms, volunteer activities, and any other setting connected to the club.

2. Club Mission, Vision, and Values

Mission

Bakersfield Race Club develops confident, competitive swimmers through consistent, repeat racing opportunities, and a positive team environment that teaches discipline, resilience, and long-term growth in the sport.

Vision

Bakersfield Race Club aims to become a premier swim club in Central California that prepares athletes to compete with confidence, develop a lifelong connection to swimming, and strengthens the local swimming pipeline, including support for California State University, Bakersfield Swimming and Diving.

Core Values

1. **Confidence Through Racing:** We believe swimmers build confidence by racing often, learning from each race, and becoming comfortable competing under pressure.
2. **Team First:** We expect swimmers, coaches, and families to support one another and contribute to a positive team culture.
3. **Pathway Development:** We are committed to growing swimming in Bakersfield and supporting the development of athletes who may one day compete at the high school, club, collegiate, or national level.

3. USA Swimming Membership and Club Status

Bakersfield Race Club (BRC) is a USA Swimming member club affiliated with **Central California Swimming**. All athletes, coaches, officials, and applicable non-athlete members must maintain current USA Swimming membership before participating in USA Swimming sanctioned, approved, or observed activities.

Membership in the club does not replace USA Swimming membership. Families are responsible for completing all required registrations, waivers, and renewals by the deadlines communicated by the club.

Required Membership Items

- Current USA Swimming athlete membership for participating swimmers.
- Current USA Swimming coach membership for all coaches.
- Current USA Swimming non-athlete membership for required adult volunteers, officials, chaperones, or staff when applicable.
- Completion of required background checks, training, certifications, and acknowledgments for adults in covered roles.
- Agreement to follow USA Swimming rules, Safe Sport policies, club policies, and facility rules.

4. Governance and Leadership

Bakersfield Race Club (BRC) operates as a **privately owned club, LLC**.

Governance Principles

The club will operate with transparency, accountability, and clear lines of responsibility. Wet-side decisions, including practice group placement, training plans, meet entries, athlete progression, and competition strategy, are the responsibility of the Club Owner, Head Abyss Group Coach and coaching staff. Dry-side decisions, including budget, policy, communication systems, facility agreements, and administrative operations, are handled by the Club Owner according to the club's governance structure.

5. Communication Standards

Clear communication keeps the club organized and protects athletes, coaches, and families.

Official Communication Channels

The club uses the following official communication channels:

- Email: admin@bakersfieldrace.club
- Website: www.bakersfieldrace.club
- Parent meetings: Once a Quarter

Families are responsible for reading club communications and keeping their contact information current.

Communication Chain

For most questions, families should follow this chain:

1. **Practice group specific coach** — practice, attendance, training, meet preparation, swimmer development.
2. **Head Abyss Coach** — group placement, program direction, unresolved coaching questions.
3. **Club Owner** — billing, registration, volunteer requirements, policy issues.
4. **Safe Sport Coordinator** — Safe Sport education, policy awareness, reporting pathway guidance.

24-Hour Rule for Performance Concerns

Parents should not approach coaches immediately after a race, practice conflict, or emotionally charged situation unless there is a **safety concern**. For performance, placement, or coaching concerns, wait 24 hours, then request a meeting or send a respectful message.

Electronic Communication with Minor Athletes

Electronic communication between adults and minor athletes must follow USA Swimming Minor Athlete Abuse Prevention Policy requirements and club policy. Communication must be professional, transparent, and related to club activities. Adults should not engage in private, inappropriate, or personal electronic communication with minor athletes.

6. Athlete Code of Conduct

Athletes represent themselves, their families, the club, the LSC, and USA Swimming. Athletes are expected to behave with maturity, respect, and accountability.

Athletes must:

- Treat coaches, teammates, officials, opponents, volunteers, parents, and facility staff with respect.
- Follow coach instructions during practice, meets, dryland, travel, and team activities.
- Arrive on time and prepared with proper equipment.
- Practice good sportsmanship before, during, and after competition.
- Respect facility rules, locker room/restroom rules, and team travel expectations.
- Use appropriate language and behavior in person and online.
- Refrain from bullying, hazing, harassment, intimidation, discrimination, retaliation, or abuse.
- Avoid conduct that damages the reputation of the club or creates risk for others.
- Report unsafe behavior, misconduct, or policy violations to a trusted adult, coach, Safe Sport Coordinator, club leader, USA Swimming, or the U.S. Center for SafeSport as appropriate.

Prohibited Athlete Conduct

The following may result in discipline:

- Bullying, harassment, hazing, or threats.
- Physical aggression or unsafe conduct.

- Possession or use of alcohol, tobacco, nicotine, vaping products, marijuana, illegal drugs, or misused medication at club activities.
- Theft, vandalism, or intentional damage to property.
- Use of phones, cameras, or recording devices in locker rooms, changing areas, restrooms, or other prohibited areas.
- Dishonesty, cheating, falsification of records, or unsportsmanlike conduct.
- Violation of USA Swimming rules, Safe Sport policies, club rules, facility rules, or meet host rules.

7. Parent and Guardian Code of Conduct

Parents play an important role in supporting athletes and helping create a positive team environment. To protect athlete safety, preserve coach authority, and respect facility and meet operations, parents are expected to follow all club, facility, and meet conduct standards.

Practice Conduct

During practice, parents must allow coaches to coach and athletes to train. Parents may observe from approved spectator areas only (bleachers and/or grass area) and may not interfere with instruction, athlete focus, or practice flow.

Parents may not:

- Coach, signal, yell instructions, or correct athletes from the stands or pool deck.
- Interrupt coaches during practice unless there is an immediate safety concern.
- Pull an athlete out of practice without first communicating with the coach prior to the start of practice.
- Distract athletes by holding side conversations, calling them over, or using phones to communicate with them during practice.
- Challenge coaching decisions during practice, including lane assignments, training groups, practice sets, discipline decisions, or meet entries.

Meet Conduct

At swim meets, parents are expected to support athletes, coaches, officials, volunteers, and host facilities in a respectful manner. Parents must remain in approved spectator areas unless they are serving in an authorized role such as timer, volunteer, official, or meet worker.

Parents may not:

- Challenge, confront, or argue with officials, timers, meet staff, coaches, athletes, or other parents.
- Enter clerk of course, hospitality areas, or restricted deck areas without proper authorization.
- Attempt to influence officials, protest calls directly, or interfere with meet procedures.
- Coach athletes from the stands or deck during races.

- Use disrespectful, aggressive, profane, or intimidating language toward any athlete, coach, official, volunteer, facility staff member, or spectator.

Concerns and Communication

Concerns about coaching, athlete placement, training, meet entries, or team expectations should be addressed through the club's communication process, not during practice or competition. Parents should wait until an appropriate time to speak with the coach or club leadership.

Concerns about officiating must be handled through the proper meet procedures. Parents may not confront officials directly. If a parent has a concern about a rule interpretation or meet procedure, they should bring it to the coach, who may determine whether any formal inquiry is appropriate.

Failure to Follow Conduct Standards

Parents who violate sideline or deck conduct expectations may be asked to leave the practice area, meet venue, or facility. Repeated or serious violations may result in restrictions on attendance, removal from volunteer roles, suspension of family participation, or termination of club membership.

Parent Volunteer Requirement

Each family is expected to support the club through volunteer service. Swim meets and club events cannot operate successfully without parent participation, and all families are expected to help when asked.

Timing Requirement

Timing is a basic expectation of swim meet participation. When the club is assigned timing chairs at a meet, families with athletes participating in that meet may be required to help cover timing shifts. Timing assignments are part of supporting the team and should not be treated as optional.

Families are expected to:

- Sign up for assigned timing shifts when requested.
- Arrive on time for their shift.
- Find a replacement if they cannot serve.
- Remain at your lane until properly relieved.
- Support timing assignments even if their athlete is not swimming during that specific shift.

Hosted Meets and Club Events

When the club hosts a meet or team event, parent support is required. Hosted meets are important to the club's operations, reputation, fundraising, and ability to provide competitive opportunities for athletes. Families may be asked to support roles such as:

- Meet setup and cleanup.
- Timing.

- Hospitality.
- Awards.
- Concessions.
- Check-in or admissions.
- Safety monitoring.
- Runner or heat sheet support.
- Fundraising or sponsorship support.
- Other meet operations as assigned.

Families are expected to make a good-faith effort to support hosted meets, even if their athlete is not participating in every session.

Parent Officials

The club strongly encourages parents to become certified officials. Officials are essential to running swim meets, supporting athlete development, and ensuring fair competition. Becoming an official is one of the most valuable ways a parent can support the club and the sport.

Parents interested in officiating should contact the club for information about training, certification, and upcoming opportunities.

Failure to Meet Volunteer Expectations

Families who repeatedly fail to meet volunteer expectations may be subject to corrective action, including assigned volunteer shifts, loss of priority registration, restrictions on meet participation, volunteer fees, or other club-imposed consequences.

8. Coach and Staff Expectations

Coaches and staff are expected to maintain professional boundaries, follow USA Swimming requirements, and create a safe, structured, and developmentally appropriate training environment.

Coach Responsibilities

Coaches must:

- Complete and clear a Live Scan background check before beginning any work, supervision, instruction, or volunteer service involving minor athletes.
- Maintain current USA Swimming coach membership and all required certifications.
- Follow USA Swimming rules, Safe Sport requirements, MAAPP, club policies, and facility rules.
- Maintain professional boundaries with athletes.
- Communicate with athletes and families in a transparent and appropriate manner.
- Plan and conduct safe and organized practices.

- Training group, meet entry, relay, and competition decisions are always made in the best interest of athlete development and team success.
- Report suspected abuse, misconduct, policy violations, or safety concerns through the appropriate reporting pathway.
- Maintain up-to-date coaching, CPR/AED, Lifeguard and Water Safety Certifications at all times.

Professional Boundaries

Coaches and staff may not use their position to create inappropriate personal relationships, private access, favoritism, secrecy, or dependency with athletes. All interactions must be observable, interruptible, and connected to legitimate club activities.

9. Practice Groups and Athlete Placement

Bakersfield Race Club uses an ocean-depth progression-based practice group structure designed to help swimmers develop safely, confidently, and competitively over time. Each group has a specific purpose in the athlete development pathway, beginning with stroke instruction and water confidence and progressing toward advanced training, championship preparation, and long-term athlete growth.

Group placement is determined by the coaching staff based on age, skill level, stroke proficiency, maturity, attendance, training capacity, meet participation, coachability, attitude, and safety. Placement is not based on age or best times alone. The goal is to place each swimmer in the group where they can grow, be challenged appropriately, and contribute positively to the training environment.

Practice Groups

Group	Typical Age	Practice Schedule	Focus	Required Equipment	Monthly Fee
Group 1 - Tidepool	Ages < 10	Mon, Wed, Fri, 5:00-6:00 PM	Introduction to competitive swimming, stroke fundamentals, kicking, water confidence, and fun	Kickboard	\$100

Group 2 - Reef	Ages 7-10	Mon, Tue, Thu, Fri, 5:00-6:15 PM	Stroke development, starts, turns, underwater kicking, pace clock introduction, and early aerobic training	Kickboard, fins, pull buoy	\$120
Group 3 - Current	Ages 9-12	Mon-Fri, 5:00-6:30 PM	Technical proficiency in all four strokes, aerobic development, kick development, and full-event readiness	Kickboard, fins, pull buoy, snorkel	\$140
Varsity Group - Breaker	Ages 13 +	Mon-Fri, 6:00-7:30 PM	High school off-season training, stroke improvement, fitness, and work capacity	Kickboard, fins, pull buoy, snorkel, paddles	\$140
Pre - Elite Group - Deepwater	Advanced age-group swimmers ready for increased training	Mon-Fri, 5:00-7:00 PM Sat, 7:00-9:00 PM	Advanced training, event development, consistent meet participation, Junior Olympic goals, and progression toward Sectional cuts	Kickboard, fins, pull buoy, snorkel, paddles	\$185
Elite Group - Abyss	Ages 13+; highest commitment group	Mon-Fri, 5:00-7:00 PM T, TH, 5:30-7:00 AM Sat, 7:00-9:00 PM	High-level training, primary event preparation, regional and national-level competition, and year-round commitment	Kickboard, fins, pull buoy, snorkel, paddles, drag socks	\$200

Group 1 - Tidepool Group

Tidepool is the club's introduction to competitive swimming. Swimmers in this group are taught proper technique across all four competitive strokes while building comfort, confidence, and enjoyment in the water.

At this stage, meets are completely optional. Swimmers should only attend meets if they are interested in competing and ready for the experience. The primary emphasis is learning, kicking, listening, developing practice habits, and having fun.

Tidepool will primarily include swimmers under 10 years old, although older swimmers with limited competitive swimming experience may spend time in Tidepool to learn stroke fundamentals before progressing.

Group 2 - Reef Group

Reef Group is for swimmers who have learned the four competitive strokes and are ready to begin learning more advanced competitive skills. Swimmers will continue to develop stroke technique while also receiving instruction in starts, turns, underwater kicking, streamlines, and basic race preparation.

Swimmers in Reef will also begin learning how to use a pace clock and will be introduced to basic aerobic training. Kicking remains a major part of the group's development.

Swimmers are encouraged to attend A/B/C meets on the team schedule and the summer recreation meet. Swimmers who qualify should attend Junior Olympics/Equivalent.

Group 3 - Current Group

Current Group is for swimmers who are proficient in all four strokes and ready for a more structured training environment. The focus of this group is continued technical development, aerobic training, kick development, and learning how to compete in all strokes.

Swimmers in Current should be able to legally compete in all four strokes and should begin developing confidence across multiple events. Meet participation is highly encouraged. Swimmers in this group should compete in A/B/C meets and should be focused on qualifying for and competing at Junior Olympics.

Varsity Group - Breaker Group

Breaker Group is for swimmers ages 13 and older who are primarily focused on high school swimming. This group is designed to support swimmers during the high school off-season by improving stroke technique, general fitness, and work capacity.

Breaker is a strong fit for swimmers who want to stay connected to competitive swimming, improve for their high school season, and train in a structured team environment without the full year-round commitment expected of the Elite group.

Pre-Elite Group - Deep Water Group

Deep Water Group is for swimmers who are ready to take the next step in their training. Swimmers in this group should attend practice regularly, compete consistently, and begin identifying their strongest strokes and primary events.

At this stage, swimmers should understand that improvement may not happen at every meet. Training is designed around longer-term progress across a full season rather than immediate time drops at every competition.

Swimmers in Deep Water should be focused on qualifying for and competing at Junior Olympics while also working toward higher-level standards, including Sectional cuts.

Elite Group - Abyss Group

Abyss Group is for swimmers who are highly committed to the sport and ready for the training, attendance, accountability, and competitive expectations required to excel.

Practices are designed around preparing athletes for their primary events and long-term competitive goals. Swimmers in this group are expected to focus on improvement from season to season, not just meet to meet. This allows athletes to develop through a structured, season-long training plan.

Swimmers in Abyss are expected to compete at the regional and national level and strive toward standards such as Far Westerns, Senior Zones, Sectionals, Junior Nationals, and beyond.

Year-round commitment is required. Swimmers in this group are generally ages 13 and older and are expected to remain active with Bakersfield Race Club during the high school season.

Group Movement

Movement between groups is determined by the coaching staff. A swimmer may be ready to move when they consistently demonstrate the physical, technical, mental, attendance, and maturity standards for the next group.

Group movement may be based on:

- Stroke proficiency
- Training capacity
- Practice attendance
- Meet participation
- Coachability
- Maturity and focus
- Ability to train safely
- Ability to follow instructions
- Readiness for the expectations of the next group

Group movement is not based only on age or best times. A swimmer may be fast but not yet ready for the maturity, attendance, or training expectations of the next group. Likewise, an older swimmer may remain in a developmental group until they demonstrate the technical skills needed to progress safely.

Final decisions about group placement and group movement rest with the coaching staff.

Trial Placement

In some cases, a swimmer may be invited to train temporarily with a higher group on a trial basis. This allows the coaching staff to evaluate whether the swimmer is ready for the increased training load, expectations, and maturity level of the next group.

A trial placement does not guarantee a permanent move. After the trial period, the coaching staff may approve the move, extend the trial, or return the swimmer to the previous group for continued development.

Abyss Group Placement

Placement in the Abyss Group is a separate process from regular group movement and requires approval from the Abyss Group Coach. Because this group carries the highest training, attendance, competition, and year-round commitment expectations in the club, swimmers will not be moved into Abyss Group based on age, talent, or time standards alone.

Before a swimmer is placed in the Abyss Group, the swimmer will meet with the Abyss Group Coach to discuss their goals, training habits, meet commitment, attitude, and readiness for the expectations of the group. Parents will also participate in a separate conversation with the coach to review the commitment required, including practice attendance, meet participation, high school season expectations, communication standards, travel expectations, and the role families play in supporting the swimmer's development.

The purpose of this process is to make sure the swimmer, parents, and coach all understand and agree to the expectations before the swimmer enters the group. Abyss Group placement is not simply a promotion; it is a commitment to a higher level of training, accountability, and long-term development.

Final placement in Abyss Group rests with the Abyss Group Coach and club leadership. The club may deny, delay, or revoke Abyss placement if the swimmer or family is not ready or able to meet the expectations of the group.

Attendance Expectations

Consistent attendance is essential for swimmer development, group safety, and team progress. Training builds over time, and frequent absences can affect technique, fitness, confidence, and readiness to compete.

Swimmers are expected to attend practice regularly and notify their coach of extended absences.

Chronic attendance concerns may affect:

- Meet entries
- Relay eligibility
- Group placement
- Advancement to higher groups
- Continued participation in advanced groups

Advanced groups require a higher level of commitment. Swimmers in Pre-Elite and Elite are expected to attend practice consistently and compete regularly as part of their development plan.

Meet Participation Expectations

Meet participation expectations increase as swimmers progress through the group structure.

In Group 1, meets are optional and should be swimmer-driven. In Group 2 and Group 3, swimmers are encouraged to attend appropriate developmental meets. In Pre-Elite and Elite, regular meet participation is expected and is part of the swimmer's training and development plan.

The coaching staff will help families determine which meets are appropriate based on the swimmer's group, readiness, goals, and qualification standards.

Parent and Swimmer Communication

Parents and swimmers may ask questions about group placement, development goals, or what a swimmer needs to improve before moving groups. These conversations should happen respectfully and at an appropriate time, not during practice or while coaches are actively supervising athletes.

The coaching staff is responsible for group placement decisions and will make those decisions based on what is best for the swimmer, the group, and the overall team environment.

10. Practice Rules and Facility Expectations

Athletes must follow all facility and club safety rules.

General Practice Rules

- Arrive on time and check in with the coach.
- Bring required equipment.
- Enter the water only when directed by a coach.
- Be on deck, ready to train, with phones put away by the scheduled start time.
- No running, pushing, horseplay, or unsafe behavior on deck or in locker rooms/restrooms.
- Follow lane etiquette and coach instructions.
- Stay for the full practice unless excused by the coach.

- Clean up personal belongings and team equipment.
- Respect lifeguards, facility staff, and other facility users.

Required Equipment

Athletes may be expected to bring:

- Team suit or practice suit.
- Goggles and backup goggles.
- Cap.
- Water bottle.
- Kickboard, pull buoy, fins, paddles, snorkel, mesh bag, or other equipment as assigned.
- Dryland shoes and clothing when required.

11. Locker Room and Changing Area Policy

The club follows USA Swimming athlete protection expectations for locker rooms, restrooms, and changing areas.

Locker Room Rules

- No phones, cameras, video recording, or photography in locker rooms, restrooms, or changing areas.
- No bullying, hazing, harassment, horseplay, or inappropriate behavior.
- Athletes must respect privacy and change promptly.
- Adults should not be alone with unrelated minor athletes in a locker room or changing area.
- If an emergency requires adult entry, whenever possible two adults should enter together after announcing their presence.
- Deck changing is prohibited.

Violations of locker room privacy rules are serious and may result in immediate discipline and reporting.

12. Safe Sport and Athlete Protection

Athlete safety is the club's highest priority. Bakersfield Race Club (BRC) adopts and follows USA Swimming Safe Sport policies, the current Minor Athlete Abuse Prevention Policy, USA Swimming rules, and applicable U.S. Center for SafeSport requirements.

Safe Sport Coordinator

The club's Safe Sport Coordinator is:

Name: Stanzi McGowan
Email: stanzi@bakersfieldrace.club
Phone: (661) 565-3057

The Safe Sport Coordinator helps communicate Safe Sport information, encourages parent and athlete education, supports Safe Sport Club Recognition efforts, and helps families understand reporting pathways. The Safe Sport Coordinator does not replace law enforcement, child protective services, USA Swimming, or the U.S. Center for SafeSport.

Minor Athlete Abuse Prevention Policy (MAAPP)

This Policy Applies To:

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

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have Regular Contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over minor athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

General Requirement

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

Definitions

- **Athlete:** A USA Swimming athlete member.
- **Authority:** When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).
- **Billeting:** A residential environment facilitated by an Adult Participant or Organization, or sanctioned event staff in which a Minor Athlete is temporarily housed in a private home with an

adult or family who is not related to or known by the Minor Athlete. This lodging arrangement is in conjunction with an activity related to sport.

- **Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.
- **Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.
- **Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging, social media or any other electronic medium.
- **Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.
- **In-Program:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Massage:** Any Massage, Manual Therapy, Therapeutic and Recovery modalities, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, Manual Therapy, Therapeutic and Recovery modalities occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport- related team building activities, celebrations, award

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

- **Lodging and Residential Environment:** Lodging arrangements include, but are not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting.
- **Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- **Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.
- **Organization:** USA Swimming, LSC or Club
- **Regular Contact:** Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any minor athlete.

Exceptions

- **Close-In-Age Exception:** In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:
 1. The Adult Participant has no authority over the Minor Athlete; and
 2. The Adult Participant is not more than four years older, determined by birthday, than the Minor Athlete.
- **Dual Relationship Exception:** An Adult Participant has a role or relationship with a Minor Athlete that is outside of the sport program. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually, which must also identify which portion of MAAPP the parent/guardian is providing consent.
- **Emergency Exception:** Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.
 1. It is strongly encouraged that the Organization or Adult Participant document the emergency circumstance.

One-On-One Interactions

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

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

Meetings and Individual Training Sessions

Meetings

- Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- 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 Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

Meetings with Licensed Mental Health Care Professionals, Health Care Providers,

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

- The door remains unlocked;
- Another adult is present at the facility;
- The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- When appropriate and not violating a providers professional licensure, Bakersfield Race Club is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and
- The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

Individual Training Sessions

- In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - When a Dual Relationship exists; and/or
 - When the Close-In-Age Exception applies.
- The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to Bakersfield Race Club, which can be withdrawn at any time.
- Parents/legal guardians must be allowed to observe the individual training session.
- Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

Electronic Communications

Content: All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

Open and Transparent

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

- The following exceptions apply to Section II(a):
 - In emergency circumstances;
 - When a Dual Relationship exists; and/or
 - When the Close-In-Age Exception applies.
- When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

Requests to Discontinue

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

Hours

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

- Prohibited Electronic Communication
 - Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to Regular Contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" USA Swimming's official page.
 - Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
 - The following exceptions apply to Section V:
 - When a Dual Relationship exists; and/or
 - When the Close-In-Age Exception applies.

In-Program Travel and Lodging And Residential Environments

Transportation

- During In-Program Travel, observable and interruptible environments must be maintained.
- An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes, who are at least 8 years of age, or another Adult Participant except:
 - In emergency circumstances;
 - When a Dual Relationship exists;
 - When the Close-In-Age Exception applies; and/or
 - The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.
- Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.
- Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

Lodging and Residential Environments

- An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
- During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.
- During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- The following exceptions apply to II(a), (b) and (c):
 - When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category and of similar age.
- Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

Meetings

- Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.
- Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.

Locker Rooms and Changing Areas

Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- In emergency circumstances;
- A Dual Relationship exists; and/or
- The Close-In-Age exception applies.

Private or Semi-Private Space for Minor Athletes

Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of Organization.

Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

Undress

Adult Participants must not remove their clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An

Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Showers

- Adult Participants must not shower with Minor Athletes unless:
 - The Adult Participant meets the Close-in-Age Exception; and/or
 - The shower is part of a pre- or post-activity rinse while wearing swimwear.
- Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. Organization must abide by such a request.

Monitoring

Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- 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.

Media and Championship Celebrations in Locker Rooms

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

- Parent/legal guardian consent has been obtained, when possible; and
- Organization approves the specific instance of recording or photography; and
- Two or more Adult Participants are present; and
- Everyone is fully clothed.
- If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

Manual Therapy, Therapeutic, and Recovery Modalities

General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

Additional Minor Athlete Requirements

- Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.
- Prior to parents/guardians providing consent, said parent/guardian complete the U.S. Center for SafeSport's education and training on child abuse.
- Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan

Photography and Video

Purpose

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

Policies

- **Publication of Photographs of Minors**
The publication of any image or video of a swimmer under the age of 18, along with any personally identifying information (such as their name), including posting on bulletin boards, articles, video recordings, social media platforms, or livestreamed content related to swimming activities, may only occur with prior consent from a parent or legal guardian, documented through the club's consent form.
- **Right to Refuse Photography or Video**
Parents or guardians have the right to refuse consent for their children to be photographed or

recorded on video. Exercising this right may not be used as a basis to limit or deny a child's participation in USA Swimming activities. Note that in some instances by simply entering a meet, you may be giving consent to photographs, videos or livestreaming of your athlete. Accordingly, any photo or video that may be shared publicly, whether taken by a club member or an official photographer, must have written parental consent prior to publication or display.

In the case where an official photographer or videographer is present, parents should be made aware. If photos are to be published anywhere, parents and legal guardians should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency, including but not limited to:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from directly behind swimming blocks when athletes are in the starting position, nor exhibit an athlete climbing out of the swimming pool.
- Photography and videography are strictly prohibited in locker rooms, bathrooms, and any other area where there is a reasonable expectation of privacy.

13. Reporting Concerns

The club takes all reports seriously and prohibits retaliation against anyone who makes a good-faith report.

Emergency or Immediate Danger

If there is immediate danger, call **911** first.

Mandatory Reporting

Adults authorized to interact with minor athletes must report suspected child abuse or sexual misconduct as required by federal law, state law, USA Swimming rules, and SafeSport requirements. Reports involving suspected child abuse or sexual misconduct must be made promptly to the appropriate authorities.

Reporting Pathways

Different concerns may need to be reported to different places.

Report to the U.S. Center for SafeSport

Report concerns involving sexual misconduct, sexual harassment, sexually explicit or inappropriate communication, child sexual abuse, child abuse, or related criminal charges/dispositions to the U.S. Center for SafeSport.

Website: <https://uscenterforsafesport.org/report-a-concern/>

Phone: 833-5US-SAFE

Report to USA Swimming

Report concerns involving physical misconduct, emotional misconduct, USA Swimming Code of Conduct violations, MAAPP violations, retaliation, or other Safe Sport policy violations to USA Swimming when appropriate.

USA Swimming Safe Sport reporting page: <https://www.usaswimming.org/safe-sport/report-a-concern>

Report to the Club

Report team rule violations, parent concerns, peer bullying, adult-to-athlete bullying, practice concerns, or club policy violations to:

Club Contact: Stanzi McGowan, Owner, (661) 565-3057

Reporting to the club does not remove any obligation to report to law enforcement, child protective services, the U.S. Center for SafeSport, or USA Swimming when required.

14. Anti-Bullying, Harassment, Hazing, and Retaliation Policy

Bakersfield Race Club (BRC) prohibits bullying, harassment, hazing, discrimination, intimidation, and retaliation.

Bullying

Bullying includes repeated or severe behavior that is intended or likely to hurt, intimidate, humiliate, isolate, or control another person. Bullying may be physical, verbal, social, written, or electronic.

Harassment

Harassment includes unwelcome conduct based on personal characteristics or status, or conduct that creates a hostile, intimidating, or abusive environment.

Hazing

Hazing includes any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, endangers, or creates risk, regardless of willingness to participate.

Retaliation

Retaliation against any person who reports a concern, participates in a review, or supports another person in making a report is prohibited.

15. Discipline and Corrective Action

The club's discipline process is intended to protect safety, uphold standards, and correct behavior when appropriate.

Progressive Discipline Model

Bakersfield Race Club (BRC) generally uses a progressive discipline model to correct behavior and give athletes an opportunity to improve. However, the BRC may skip steps or move directly to suspension, removal, or reporting when behavior is serious, unsafe, repeated, or violates USA Swimming, SafeSport, facility, or legal requirements.

Step 1: Verbal Reminder or Redirection

A coach may give the athlete a verbal reminder, correction, or warning to address minor behavior concerns, such as not following instructions, being unprepared for practice, distracting others, or minor disruptions.

Step 2: Coach-Athlete Conference

If the behavior continues, the coach may meet with the athlete to clearly explain the concern, review expectations, and identify what needs to change.

Step 3: Parent/Guardian Notification

If the behavior is repeated or more significant, the coach or club leadership may notify the athlete's parent/guardian and document the concern.

Step 4: Written Behavior Agreement

For continued or serious behavior concerns, the club may require a written behavior agreement outlining expectations, consequences, and the timeline for improvement.

Step 5: Temporary Removal or Suspension

If behavior does not improve, or if the athlete's conduct disrupts practice, creates a safety concern, or negatively affects the team environment, the athlete may be temporarily removed from practice, a meet, or club activities.

Step 6: Termination of Club Membership

If behavior is severe, repeated, or incompatible with club expectations, the club may terminate the athlete's membership.

Serious Misconduct Exception

The club is not required to follow each step in order. Serious misconduct may result in immediate removal, suspension, termination, or referral to USA Swimming, the U.S. Center for SafeSport, law enforcement, child protective services, or facility management.

16. Meets and Competition

Competition is an important part of athlete development. Coaches will recommend appropriate meets and events based on age, skill level, training readiness, qualifying times, attendance, goals, and long-term development.

Meet Entries

- Coaches determine meet events, relays, and entries.
- Families must commit to meets by the stated deadline.
- Meet fees are generally non-refundable once entries are submitted.
- Athletes should arrive by the coach-designated arrival time.
- Athletes must check in with coaches before and after races.
- Athletes should not leave a meet without notifying their coach.

Relays

Relay selection is determined by coaches. Factors may include times, attendance, starts, exchanges, availability, team needs, and meet strategy. Relay decisions are not appealable by parents.

Championship Meets

Championship meet participation may require qualifying times, practice attendance, team commitment, or coach approval. Athletes and families are expected to understand championship meet deadlines and expectations.

17. Medical, Injury, and Emergency Procedures

Families must provide current medical and emergency contact information before participation.

Medical Information

Parents/guardians must inform the club of relevant medical conditions, allergies, medications, emergency action plans, or restrictions that may affect participation. This information will be shared only with staff or volunteers who need it for safety and supervision.

Injury or Illness

Athletes should report injury, pain, illness, dizziness, breathing difficulty, or other health concerns to a coach immediately. Coaches may remove an athlete from practice or competition if participation appears unsafe.

Return to Participation

The club may require medical clearance before an athlete returns after significant injury, illness, concussion, surgery, hospitalization, or other health concern.

Emergency Action

In an emergency, club staff may contact emergency services and the parent/guardian. If a parent/guardian cannot be reached, staff may authorize emergency care as allowed by the signed medical release.

18. Financial Policies

Fees

Bakersfield Race Club fees support the ongoing operation of the club, including coaching, facility rental, equipment, administration, insurance, meet support, technology systems, USA Swimming requirements, and general program operations.

Families are responsible for reviewing and understanding all fees associated with their swimmer’s participation. Fee amounts may vary by training group, membership type, meet participation, or optional team activities.

Fee Type	Amount	Due Date	Notes
Registration Fee	\$30	At time of Registration	Per child - Covers BRC T-Shirt and Swim Cap
Monthly Dues	\$100 - \$200	On the 2nd of every month	May vary by training group
Annual Admin Fee	\$140	8/1/2027	Charged Once per Household

Meet Fees	TBD	Determined prior to each meet	Billed before or after meet entries, depending on the meet
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Payment Expectations

Families are expected to pay all club fees on time. Monthly dues are due on the date established by the club and must remain current for swimmers to participate in practices, meets, and team activities. Each individual is responsible for registering and paying for their own individual USA Swimming Membership.

Accounts that become past due may result in one or more of the following actions:

- Late fees
- Suspension of meet entries
- Suspension from practice
- Loss of good standing with the club
- Termination of membership

The club reserves the right to require that outstanding balances be paid before a swimmer may return to practice, or enter a meet associated with BRC.

Household Administrative Fee

The Household Administrative Fee is charged **once per household**, not per swimmer. Families with multiple swimmers will only pay one administrative fee.

This fee is separate from monthly dues, meet fees, USA Swimming membership fees, team gear, or other optional costs. The fee is used to support the administrative work required to operate the club and maintain a high-quality experience for swimmers and families.

The Household Administrative Fee is generally non-refundable once a swimmer is registered, unless an exception is approved by club leadership due to extraordinary circumstances. Athletes who have terminated their membership and then re-registered with the club within a 12-month period will be re-assessed the \$140 household administrative fee.

Membership Cancellation Policy

Families may cancel their Bakersfield Race Club membership by submitting written notice to the club.

Cancellation requests must be submitted by email to club leadership at least **30 days before the intended cancellation date**. Verbal notice to a coach, missed practices, or simply stopping attendance does not count as official cancellation.

To avoid being charged for the next billing cycle, cancellation notice must be received by **1st of the month prior to cancellation**. Families remain responsible for all fees incurred before the effective cancellation date, including monthly dues, meet fees, USA Swimming fees, late fees, or other outstanding balances.

Monthly dues are not automatically canceled because a swimmer stops attending practice. Membership remains active, and billing may continue, until the club receives proper written cancellation notice.

Once cancellation is processed:

- The swimmer may continue participating through the paid membership period, unless otherwise approved by club leadership.
- Any unpaid balance must be resolved before the swimmer is considered released in good standing.
- Meet fees already submitted or committed to a meet host remain the responsibility of the family.
- USA Swimming membership fees are non-refundable.
- Team gear, apparel, and equipment purchases are non-refundable once ordered.

The club may approve exceptions in rare circumstances, including family relocation, serious injury, medical issues, or other extraordinary situations. Documentation may be requested.

Temporary Pauses or Holds

Bakersfield Race Club does not automatically pause monthly dues for vacations, short-term absences, school activities, seasonal sports, illness, or missed practices.

A temporary membership hold may be approved by club leadership in limited circumstances, such as extended injury, medical restriction, or family emergency. Requests must be submitted in writing before the billing period begins. Approval is not guaranteed and will depend on the circumstances, duration of the requested hold, and the club's operational needs.

Refunds

Monthly dues are not prorated or refunded except when approved by club leadership due to extraordinary circumstances.

Meet fees are not refundable once entries are submitted to the meet host. This applies even if the swimmer later becomes sick, misses the meet, scratches an event, or chooses not to attend.

Registration fees, USA Swimming membership fees, team gear, apparel, and equipment purchases are generally non-refundable unless otherwise stated in writing.

Financial Assistance

Financial assistance or multi-child discounts may be available depending on club resources. Families may contact **Stanzi McGowan, Owner**, for information.

Financial assistance is not guaranteed and may be reviewed periodically based on family need, available club resources, swimmer participation, account standing, and overall program capacity.

Outstanding Balances

Families are expected to resolve all outstanding balances before leaving the club. Bakersfield Race Club may withhold good-standing confirmation, future meet entries, or other club-related administrative support until the account is paid in full.

Unpaid balances may be referred for collection if they remain unresolved after reasonable attempts to collect payment.

19. Fundraising and Sponsorship

Fundraising helps support team operations, scholarships, equipment, travel, and special events.

Families may be asked to participate in approved fundraising efforts. All fundraising using the club name, logo, athletes, or affiliation must be approved in advance by club leadership.

Sponsorships, donations, and restricted gifts must be processed according to club financial procedures.

20. Officials and Volunteer Development

The club depends on trained volunteers and officials. Families are encouraged to become certified officials, timers, meet marshals, computer operators, hospitality volunteers, and committee members.

Officials are essential to hosting meets and supporting athlete competition. Interested parents should contact:

Officials Coordinator: Stanzi McGowan, Owner, (661) 565-3057

21. Team Branding, Apparel, and Logo Use

Athletes are encouraged to wear approved team apparel at designated meets and events. Club logos, names, marks, and branding may not be used for personal merchandise, fundraising, social media pages, or outside activities without club approval.

22. Social Media and Public Representation

Athletes, parents, coaches, and volunteers are expected to represent the club positively online.

Do not post content that:

- Harasses, bullies, humiliates, or targets another person.
- Shares private team, athlete, medical, disciplinary, or family information.
- Shows locker rooms, changing areas, or prohibited spaces.
- Damages the reputation of the club or violates team rules.
- Suggests illegal, unsafe, or inappropriate conduct.

The club may repost public competition photos, results, and athlete achievements unless a parent/guardian has submitted a media opt-out request.

23. Grievance and Complaint Procedure

The club encourages concerns to be addressed early, respectfully, and through the appropriate pathway.

Step 1: Direct Communication

When appropriate, first contact the person closest to the issue, such as the practice group coach or administrator.

Step 2: Written Concern

If the concern is unresolved, submit a written concern to Stanzi McGowan, Owner, describing the issue, relevant dates, people involved, and requested resolution.

Step 3: Review

Club leadership will review the concern, gather information as appropriate, and determine next steps. The club may decline to handle matters that must be reported to or handled by USA Swimming, the U.S. Center for SafeSport, law enforcement, child protective services, or the facility.

Step 4: Resolution

The club will communicate the outcome to the extent appropriate while respecting privacy and confidentiality.

24. Confidentiality and Privacy

The club respects the privacy of athletes, families, coaches, and staff. Medical information, disciplinary matters, Safe Sport concerns, financial assistance, and personal family information will be shared only with individuals who have a legitimate need to know or as required by law, USA Swimming, SafeSport, or facility policy.

25. Non-Discrimination Statement

Bakersfield Race Club (BRC) is committed to an inclusive environment. The club does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability, age, veteran status, or any other protected status under applicable law.

The club will make reasonable efforts to support athletes with disabilities or medical needs when safe and appropriate within the structure of the program and facility.

26. Facility Rules

Athletes and families must follow the rules of all facilities used by the club.

Common facility expectations include:

- Follow parking, entrance, and check-in rules.
- Stay in approved areas only.
- Keep the facility clean.
- Respect facility staff and other users.
- Do not damage property or equipment
- Do not enter equipment rooms, offices, or restricted areas without permission.
- Follow all locker room and deck rules.

Facility violations may result in discipline by the club and/or facility.

27. Weather, Air Quality, and Cancellations

The club may cancel, delay, or modify practice due to lightning, unsafe weather, poor air quality, facility closure, public health concerns, staffing issues, or other safety concerns.

Families should monitor official communication channels for updates. Coaches may remove athletes from the water or end practice early when conditions become unsafe.

29. Handbook Updates

The club may update this handbook at any time. When updates are made, the club will communicate changes to families. The most current version will be maintained at www.bakersfieldrace.club.

If any part of this handbook conflicts with USA Swimming rules, U.S. Center for SafeSport requirements, federal or state law, LSC rules, or facility requirements, the stricter or controlling rule will apply.

Appendix A: Athlete Code of Conduct Acknowledgment

I understand that participation in Bakersfield Race Club (BRC) is a privilege. I agree to follow the Athlete Code of Conduct, USA Swimming rules, Safe Sport policies, club policies, coach instructions, facility rules, and meet rules.

I understand that violations may result in corrective action, suspension, removal from events, or termination of membership.

Athlete Name: _____

Athlete Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Appendix B: Parent/Guardian Code of Conduct Acknowledgment

I agree to support my athlete, the coaches, officials, volunteers, and the club in a respectful and constructive manner. I understand that I am responsible for following the Parent Code of Conduct, Safe Sport policies, club communication expectations, volunteer requirements, facility rules, and financial policies.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Appendix C: Medical Release and Emergency Contact Form

Athlete Name: _____

Date of Birth: _____

Parent/Guardian 1: _____

Phone: _____

Email: _____

Parent/Guardian 2: _____

Phone: _____

Email: _____

Emergency Contact: _____

Relationship: _____

Phone: _____

Medical Conditions / Allergies / Medications:

Physician Name: _____

Physician Phone: _____

Insurance Provider: _____

Policy Number: _____

I authorize Bakersfield Race Club (BRC) staff or volunteers to seek emergency medical care for my child if I cannot be reached in an emergency.

Parent/Guardian Signature: _____

Date: _____

Appendix D: Media, Photography, Video, and Social Media Release / Opt-Out Form

Bakersfield Race Club may photograph, record, publish, or share athlete images, video, names, likenesses, voices, meet results, team achievements, awards, interviews, and other swimming-related accomplishments for legitimate club-related purposes. These purposes may include, but are not limited to, team communication, the club website, social media platforms, newsletters, emails, printed materials, promotional materials, fundraising materials, community outreach, sponsor recognition, and recognition of athlete or team accomplishments. Bakersfield Race Club will make reasonable efforts to use athlete images and information respectfully and appropriately.

By granting permission below, I authorize Bakersfield Race Club, its representatives, and coaches to use my athlete's image, name, likeness, voice, meet results, and team-related achievements without compensation, payment, or additional approval. I understand that these materials may be published in print, digital, online, or social media formats and may be viewed, shared, reposted, or distributed by others once published.

I understand that public swim meets, competitions, team events, and athletic venues may involve photography, videography, livestreaming, meet results, media coverage, or third-party publication that is outside the control of Bakersfield Race Club. Opting out of club promotional use does not prevent publication of public meet results, third-party media coverage, livestreams, photos or videos taken by other families or spectators, or content shared by meet hosts, governing bodies, facilities, or outside organizations. Permission may be revoked at any time by submitting written notice to the club. Revocation will apply only to future use and will not require the club to remove or retract materials that were created, printed, posted, shared, or distributed prior to the date written revocation was received.

I give permission for Bakersfield Race Club to use my athlete's image, name, likeness, voice, meet results, and team-related achievements for club communication, recognition, promotional, website, social media, and related club purposes.

I do not give permission for Bakersfield Race Club to use my athlete's image, name, likeness, or voice for club promotional purposes, except where the athlete appears incidentally in group, crowd, practice, meet, or public event settings, or where publication is part of public meet results, third-party coverage, livestreams, meet host materials, governing body publications, or other circumstances outside the club's reasonable control.

Athlete Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Appendix E: Organizational Requirements For Education & Training And Prevention Policies

All NGBs, LAOs, and the USOPC (the “Organization”) must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

1. Organizational Requirements for Education & Training

- a. USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.
- b. USA Swimming must, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
 - i. For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
 - ii. USA Swimming is not required to track individual course completions of Minor Athletes.
- c. USA Swimming must, every 12 months, , offer training to parents on the prevention and reporting of child abuse.
 - i. For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
 - ii. USA Swimming is not required to track individual course completions of parents.
 - 1.

2. Required Prevention Policies and Implementation

- a. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
 - i. Meetings
 - ii. Individual Training Sessions
 - iii. Manual Therapy, Therapeutic, and Recovery Modalities
 - iv. Locker rooms and changing areas
 - v. Electronic communications
 - vi. Transportation
 - vii. Lodging and Residential Environments
- b. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.
- c. USA Swimming must also require that its LAOs implement these policies within each LAO.
- d. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.

- i. At sanctioned events and facilities partially or fully under its jurisdiction, the organization
- ii. must take steps to ensure the policies are implemented and followed.
- iii. For In-Program Contact that occurs outside an Organization's sanctioned event or facilities, implementing these policies means:
 1. Communicating the policies to individuals under its jurisdiction;
 2. Establishing a reporting mechanism for violations of the policies;
 3. Investigating and enforcing violations of the policies.

USA Swimming must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization's minor athlete abuse prevention policies. USA Swimming must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

3. Policy Approval and Submission Process

- a. USA Swimming may adopt the mandatory minimum requirements of the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at compliance@safesport.org for review and approval by April 1, 2024. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.
- b. USA Swimming must require their LAOs to incorporate the mandatory components of Part III. USA Swimming may require that their LAOs implement the USA Swimming's policies, which may be more stringent than the policies in Part III.
- c. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section. Any changes made to USA Swimming's MAAPP after the policy is approved must be submitted to the Center for approval. The previously approved MAAPP will remain in effect until written approval is provided to USA Swimming from the Center.

Appendix F: CANRA / Mandated Reporter and Child Abuse Prevention Policy / Acknowledgement to Report a Child

Bakersfield Race Club is committed to maintaining a safe, respectful, and protective environment for all minor athletes. The club follows applicable requirements under the California Child Abuse and Neglect Reporting Act, commonly referred to as CANRA, and requires all covered adults to understand and follow their child abuse prevention and reporting responsibilities.

1. Covered Adults

For purposes of this policy, covered adults include all coaches, staff, administrators, contractors, and regular volunteers who have direct contact with, supervision of, or responsibility for minor athletes in any club-related setting. All covered adults must complete required background screening, including Live Scan when applicable, and complete child abuse and neglect identification and reporting training before beginning any work, supervision, instruction, travel, or volunteer service involving minors.

2. Mandated Reporter Responsibility

Club administrators, employees, and other individuals who qualify as mandated reporters under California law are personally responsible for reporting known or reasonably suspected child abuse or neglect. This responsibility cannot be transferred to another person and cannot be satisfied by reporting the concern only to a supervisor, coach, club owner, Safe Sport representative, parent, or board member. When a mandated reporter knows of or reasonably suspects child abuse or neglect, the mandated reporter must make a report to an appropriate external agency immediately or as soon as practically possible by telephone, and must complete and submit the required written follow-up report within 36 hours. Appropriate external agencies may include Child Protective Services, a police department, a sheriff's department, or another agency authorized to receive child abuse reports. If a child is in immediate danger, the adult must call 911.

3. Kern County Reporting Contact

For incidents involving suspected child abuse or neglect in Kern County, reports may be made to:

Kern County Child Protective Services Hotline: **661-631-6011**

If the child is in immediate danger or needs emergency assistance, call **911**.

The written Suspected Child Abuse Report, also known as SCAR or Form BCIA 8572, must be completed and submitted within 36 hours of the initial telephone report when required.

4. Safe Sport Reporting Requirement

In addition to any required report to law enforcement, Child Protective Services, or another child protection agency, Bakersfield Race Club requires all covered adults to follow USA Swimming Safe

Sport and U.S. Center for SafeSport reporting requirements. Any concern involving sexual misconduct, sexual harassment, child sexual abuse, child abuse, criminal charges or dispositions involving child abuse or sexual misconduct, retaliation related to reporting, or other misconduct within the jurisdiction of the U.S. Center for SafeSport must be reported to the U.S. Center for SafeSport.

Reports to the U.S. Center for SafeSport may be made by calling **833-5US-SAFE (587-7233)** or by using the Center's online reporting portal.

Concerns involving physical misconduct, emotional misconduct, bullying, hazing, harassment, violations of the USA Swimming Minor Athlete Abuse Prevention Policy, violations of USA Swimming Safe Sport policies, or violations of the USA Swimming Code of Conduct must be reported to USA Swimming Safe Sport and/or the U.S. Center for SafeSport as required by USA Swimming policy. If the concern involves suspected child abuse or neglect, the reporting adult must first report to law enforcement, Child Protective Services, or another appropriate child protection agency, and then also report to the U.S. Center for SafeSport when required. Making a Safe Sport report does not replace the duty to report to law enforcement or Child Protective Services. Similarly, making a report to the club does not replace the duty to report externally.

Reports should be made promptly. For concerns involving suspected child abuse, sexual misconduct, or sexual abuse, reporting must occur immediately or as soon as practically possible and no later than the time required by law, USA Swimming policy, or U.S. Center for SafeSport requirements. No coach, staff member, volunteer, parent, athlete, or club representative may discourage, delay, interfere with, or retaliate against any person for making a good-faith report to law enforcement, Child Protective Services, USA Swimming, the U.S. Center for SafeSport, or club leadership. When in doubt, report the concern to the appropriate external agency. It is not the responsibility of club personnel to investigate or determine whether misconduct occurred before making a required report.

5. Internal Club Notification

After making the required external report, the reporting adult should notify the Club Owner, Safe Sport Coordinator, or designated club administrator that a report was made, unless doing so would place the child at further risk, interfere with an investigation, or involve notifying the person suspected of abuse. Internal notification is for safety planning, supervision, documentation, and compliance purposes only. Internal notification does not replace or delay the required external report.

6. No Investigation by the Club

Club personnel must not investigate suspected child abuse or neglect. Club personnel should not attempt to determine whether an allegation is true, interview the child repeatedly, question the accused person, gather unnecessary statements, or delay reporting while seeking additional information. The role of the club is to protect the child, report the concern to the proper external agency, cooperate with lawful investigations, and take appropriate safety measures.

7. Two-Adult Supervision Standard

To the greatest extent possible, Bakersfield Race Club will require at least two cleared adults to be present when coaches, staff, administrators, contractors, or volunteers are supervising, instructing, transporting, or otherwise interacting with minor athletes in a club-related setting. One-on-one interactions with minor athletes should be observable, interruptible, and consistent with USA Swimming Safe Sport requirements and club policy.

8. Confidentiality and Documentation

Reports and related information will be treated as confidential and shared only with individuals or agencies who have a legitimate need to know. Records related to suspected abuse, reporting, or safety concerns will be maintained separately from general athlete files when appropriate. The club will not disclose the identity of a reporting person except as required by law or as necessary to cooperate with an authorized investigation.

9. Protection from Retaliation

Bakersfield Race Club prohibits retaliation against any athlete, parent, coach, staff member, volunteer, or other person who makes a good-faith report of suspected abuse, neglect, misconduct, or safety concerns. Retaliation may result in disciplinary action, including removal from club activities, suspension, termination, or referral to the appropriate governing body or authority.

10. Failure to Report or Follow Policy

Failure to comply with this policy, complete required training, complete required background screening, or report suspected child abuse or neglect as required may result in immediate removal from contact with athletes, suspension, termination, referral to USA Swimming, referral to law enforcement, or other corrective action deemed appropriate by the club.

11. Acknowledgment

By signing below, I acknowledge that I have received, read, and understand Bakersfield Race Club's CANRA / Mandated Reporter and Child Abuse Prevention Policy / Acknowledgement to Report a Child. I understand that, if I am a mandated reporter under California law, I am personally responsible for making required external reports of known or reasonably suspected child abuse or neglect.

Name: _____

Role: _____

Signature: _____

Date: _____