

Redding Swim Team Board Meeting

May 6, 2024 at 6:00 p.m.

Shasta College- classroom next to the gym

AGENDA

Welcome:

Attendees-

Call to Order:

Draft minutes from prior meetings to be reviewed/adopted.

Open Comments:

As needed, for audience members of the Redding Swim Team to speak on items of interest.

**Any employee issues must be directed to Head Coach first.*

Open Comment items shall be submitted to the Secretary at the time of the meeting.

Time Limit will be set for 2 minutes per Member for each open comment item submitted.

Board Members Report:

- A. Christina Acosta – Interim President Financial Report
- B. Kathryn Krzywicki
- C. Tiffany McCarley
- D. Heidi Rupp
- E. Denis Villanueva
- F. Luke Blehm
- G. Shannon Faucheux
- H. Mark Wagner – Coaches Report

Discussion Items:

- A. Fundraising
- B. Restructuring of Competitive Swimmer Fees
- C. Summer Swim Meets
- D. Bylaws

Actionable Items:

- A. Approval of Employee Handbook
- B. Awards Chairperson
- C. Budget Creation
- D. Advertisement

Closed Session:

- A. Head Coach Contract
- B. Employee Concern

Adjourn:

Next Meeting: June , 2024; Location: Shasta College

Coaches Report 05/24

ACTIVE SWIMMERS	05/24	04/24
Rookies 1	6	5
Age Group	43	42
Senior Group	30	32
Master's	19	16
Total	98	95

UPCOMING MEETS/EVENTS

May 4 YMCA Meet
May 18-19 Woodland Long Course Meet
June 21-23 RAD Trials and Finals

ADMINISTRATION

- City of Redding: schedule is set and requesting a meeting date(s) for the swim meet organization.
- June Meet Trial and Finals Meet sheet is being reviewed by Sierra Nevada Swimming.
- NVAL Meet logo has been approved by Team Store and it will be on the shirts and Sierra Nevada Swimming will incorporate the design in the bag tags for the swimmers, officials, and coaches.
- NVAL Meet sheet is being worked on.
- Advertising via Facebook – Summer Ducks.
- Red Lion is returning as the official Hotel for both swim meets.

SWIMMERS/PARTICIPANTS

- The Awards Banquet was successful from the Coaches' perspective.
- The Movie Night was well attended by the younger swimmers.
- 11 swimmers attended the YMCA Meet.
- The Woodland Meet has reached its cap for 12&under on Saturday.

STAFF

- Coach Aaron went to a clinic this past week.
- We will have Audrey Bull, and Kenny Rupp to help our Summer Ducks this summer.
- Currently we have 11 registered and paid Summer Ducks. Eight more in registration (unpaid).

SUMMER SWIM MEETS/EVENTS

June 10 Summer Schedule
June 13 SD Potluck & Time Trials
June 19 Team Pictures
June 20 Mini Meet
June 21-23 RAD June Trials and Finals
June 27 Mini Meet
June 28-30 Lassen Swim Meet
July 11-14 Junior Olympics
July 18 SD/Mini Meets Intrasquad
July 19-21 Weaverville Swim Meet
July 25 Spaghetti Feed/Set up
July 26-28 NVAL's

Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Heidi Rupp

Committee and/or Activity : Fundraising

Notes and/or points:

We need to fund raise approximately \$30,000 to cover the current season.

1. Online fund raiser – we've done this successfully in the past. We need raffle prizes – big ticket item, and incentive prizes for swimmers
2. September event – possibly a triathlon at Caldwell Park? Or an alternative event?
3. Increase swim meet fees – splash fee and event fees
4. Charge for Meet Mobile access

Board Meeting Agenda Placement: Actionable or **Discussion** (circle one)

If an item is actionable, please make sure all Board Members have enough information to allow them make a educated and informed decision.

This is to insure that we stay on topic and complete the business of the Redding Swim Team as effective and smoothly as possible.

Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Heidi Rupp

Committee and/or Activity : Restructuring of Competitive Swimmer Fees

Notes and/or points:

Due to the change in compensation for coaches at swim meets, RAD must change the fee structure for the competitive swimmers attending meets. Currently, each competitive family is charged \$100 for the year. Several options are available.

1. Increase the per family annual charge
2. Establish a per swimmer annual charge
3. Charge each swimmer a per meet fee – with or without a sliding scale
4. Keep the per family charge and charge a smaller swimmer per meet fee
5. Other

See the attached excel sheet for the historic breakdown. We could possibly start a per meet charge for this summer.

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Level	Meet	\$ Total	# of Swimmers	\$/Swimmer	
1	Zones	2358	3	\$786.00	Level 1 Averages \$360.20
1	SWAGR	2170	5	\$434.00	(\$253 without Zones)
1	LC JOs	5669	23	\$246.48	
1	Juanita Allingto	1098	6	\$183.00	
1	Berkeley	760	5	\$152.00	
2	SC JOs	1507	17	\$88.65	Level 2 Averages \$82.74
2	Woodland	1645	17	\$96.76	
2	Matt Castro	1299	17	\$76.41	
2	Grants Pass	1728	25	\$69.12	
3	Wvvl	866	30	\$28.87	Level 3 Averages \$16.16
3	NVALs	1600	56	\$28.57	
3	AGO	810	35	\$23.14	
3	Trophy Meet	1000	52	\$19.23	
3	YMCA - Oct	280	18	\$15.56	
3	Splash & Dash	280	26	\$10.77	
3	Sprint & Relay	280	34	\$8.24	
3	RAD - May	280	48	\$5.83	
3	YMCA - Feb	168	32	\$5.25	
		\$475.96 per family		\$126.55	per swimmer

Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Shannon Fauchoux

Committee and/or Activity : RAD LC & NVAL meet director initial check in (brief)

Notes and/or points:

1. Board members present for meets
2. Mt. Shasta Spring Water donation DONE- 19- 5 gallon bottles
3. Chairs ordered (A Planned Affair/Redding Tents & Events)- 40 for June, 50 for July
4. NVAL- t-shirt order: shirt quality, design, company. Hold swimmer contest for best NVAL t-shirt design? Anyone interested in taking this on?
5. NVAL theme? Let swimmers vote on theme? Ideas. Get them excited early on.
6. RAD LC- Announcer? Jennifer H. out of town
7. Awards: need member volunteer to head up. Any interest?
8. National Anthem- do we have anyone from team interested in singing or playing an instrument?
9. Swamp Coolers: Napa Auto Parts? Ace?
10. Equipment: hospitality, heat/lane boards, printers, computers, tables, timing equipment, shades
11. Sound system
12. Flags (issue with lost flags last year)
13. RAD LC: RAC lane lines
14. Job sign-up's: I'll post 3-4 weeks prior to meet
15. Security: Mark?
16. Additional input from members

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Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Kathryn Krzywicki

Committee and/or Activity: Bylaws

Notes and/or points:

Provide a copy of the most recent DRAFT Bylaws.

Present draft bylaws. Bylaws will be posted online and sent out via member's email for board and member feedback. Feedback will be accepted from 05/07/2024-5/21/2024. Date to vote on final draft of bylaws will begin on 05/22/2024 and commence on 06/05/2024.

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**Board of Directors
Agenda Request**

Board Member Name: Mark Wagner

Committee and/or Activity: Governance Committee

Notes and/or points:

Discussion and Action item to review and update the employee handbook.

The employees need a handbook for guidance. The Coaches have looked over the handbook and haven't raised any questions or concerns. The Governance Committee needs to approve this handbook. Attached to this email.

Board Meeting Agenda Placement: Actionable or Discussion (**circle one**)

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**Board of Directors
Agenda Request**

Board Member Name: Mark Wagner

Committee and/or Activity: Awards Chairperson

Notes and/or points:

Discussion and Action item to appoint a member to oversee the Awards Committee for the June and NVAL Swim Meet.

The June swim meet will need High Point Trophies ordered shortly for first through third place in the age group divisions. During the swim meet, the Awards Committee runs the scratch table.

The NVAL Meet will need the inventory to be checked and fill the gaps needed. In addition, order the appropriate number of medals and trophies as needed. Place an order with Elsmore Swim Shop for the Spirit Banner.

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Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Jennifer Haslerud

Committee and/or Activity : Budget creation – Treasurer

Notes and/or points: The board needs to establish a proper budget for the organization going forward. It is important for a budget to be established and followed so that we can move forward on all other items before the board.

Having a budget allows the board to have a true picture of the fiscal health of the organization so that proper decisions can be made about all matters before the board.

As long as we have the template and current financial numbers, creating and setting a budget should take no more than one to two months.

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**Board of Directors
Agenda Request**

Board Member Name: Mark Wagner

Committee and/or Activity: Advertisement on Channel 24

Notes and/or points:

Discussion and Action item to review the three different packages for Channel 24 regarding advertisement.

NBC will be broadcasting the Olympics this, and we have been given an advertisement package that has three different opportunities to increase our visible during this Olympic year. The packet has been attached to this email. Packages \$25K, \$20K, or \$15K.

Board Meeting Agenda Placement: Actionable or Discussion (**circle one**)

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Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Heidi Rupp

Committee and/or Activity : Head Coach Contract

Notes and/or points:

We need to update and renegotiate a contract with the head coach.

Board Meeting Agenda Placement: **Actionable** or Discussion (circle one)

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Board of Directors Report
(please submit 3 days prior to Board Meeting Date)

Board Member Name: Jennifer Haslerud

Committee and/or Activity : Employee concern – CLOSED SESSION

Notes and/or points: And employee brought forth a concern regarding their pay. Board action necessary.

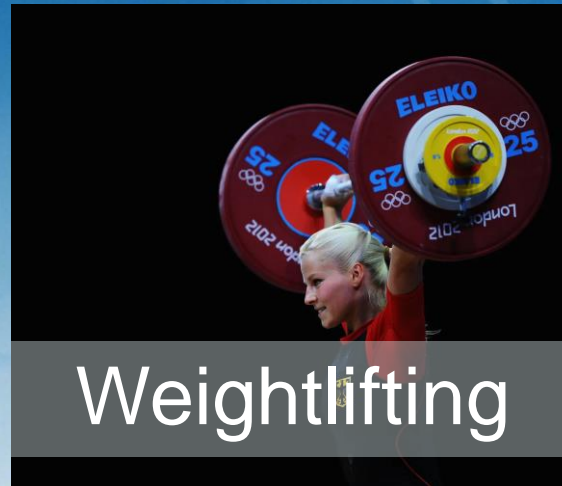
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OLYMPIC GAMES
July 26 – August 11







Rugby



Table Tennis



Triathlon



Diving



Sailing



Taekwondo



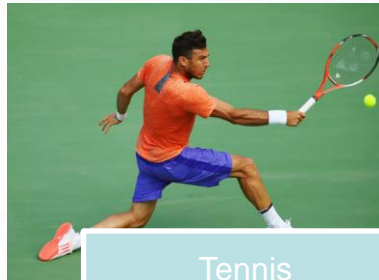
Volleyball



Marathon Swimming



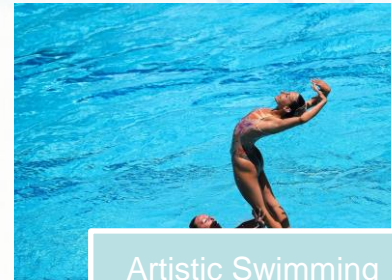
Shooting



Tennis



Beach Volleyball



Artistic Swimming



THE OLYMPIC SPORTS OF PARIS 2024



Archery



Basketball



Canoe Slalom



Cycling Track



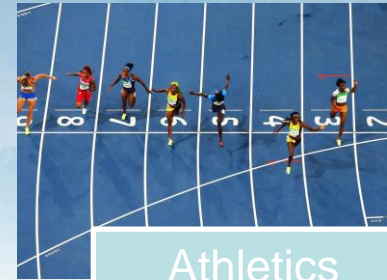
BMX Freestyle



Canoe Sprint



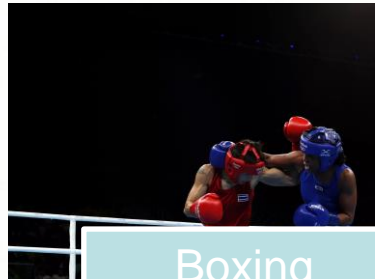
Basketball 3X3



Athletics



Badminton



Boxing



Road Cycling



BMX Racing





**Four
Additional
Sports**



Surfing



Skateboarding



Sport Climbing



Breaking



Gold Sponsorship

TV	Time	# of spots
Olympic Summer Preview Show	9AM-11AM	1
Olympic Games Opening Ceremony	11AM-3PM	2
Olympic Games Closing Ceremony	11PM-2AM	2
Olympic Games Primetime	7:30PM-11:30PM	10
Olympic Games Primetime (repeat)	1AM-5AM	4
Olympic Games WC Daytime	3PM-6PM	10
Olympic Games M-F Daytime	9AM-3PM	10
Olympic Games Weekend Daytime	8:30AM-3PM	10
Olympic Games Weekend Prime	8PM-11PM	6
Olympic Games Weekend Late Night	11:30PM-1AM	4
Olympic Primetime (Repeat Weekend)	1AM-4AM	4
Action News Now Late News on NBC M-F	11PM	7
TOTAL SPOTS	70	
TOTAL INVESTMENT	\$25,000	



**Make the Games
Work for You**

Silver Sponsorship



**Make the Games
Work for You**

DAYPART

Time

of spots

Olympic Summer Preview Show	9AM-11AM	1
Olympic Games Opening Ceremony	11AM-3PM	1
Olympic Games Closing Ceremony	11PM-2AM	1
Olympic Games Primetime	7:30PM-11:30PM	4
Olympic Games Primetime (repeat)	1AM-5AM	5
Olympic Games WC Daytime	3PM-6PM	6
Olympic Games M-F Daytime	9AM-3PM	6
Olympics Games Weekend Daytime	8:30AM-3PM	4
Olympic Games Weekend Prime	8PM-11PM	4
Olympic Games Weekend Late Night	11:30PM-1AM	6
Olympic Primetime Weekend (repeat)	1AM-4AM	6
Action News Now Late News on NBC M-F	11PM	6
TOTAL SPOTS	50	
TOTAL INVESTMENT	\$20,000	

TV \$20,000 includes promo spots and added value *Can be equalized monthly (July'24-October'24)*

Bronze Sponsorship

DAYPART	Time	# of spots
Olympic Summer Preview Show	9AM-11AM	1
Olympic Games Opening Ceremony	11AM-3PM	1
Olympic Closing Ceremony	11PM-2AM	1
Olympic Games Primetime	7:30PM-11:30PM	4
Olympic Games Primetime (repeat)	1AM-5AM	2
Olympic Games WC Daytime	3PM-6PM	4
Olympic Games M-F Daytime	9AM-3PM	3
Olympic Games Weekend Daytime	8:30AM-3PM	3
Olympic Games Weekend Prime	8PM-11PM	3
Olympic Games Weekend Late Night	11:30PM-1AM	3
Olympic Primetime Weekend (repeat)	1AM-4AM	2
Action News Now Late News on NBC M-F	11PM	3
TOTAL SPOTS	30	
TOTAL INVESTMENT	\$15,000	



**Make the Games
Work for You**

TV \$15,000 includes added value *Can be equalized monthly (July'24-October'24)*

Thank You



Pick Your Package

Gold



Silver



Bronze



Accepted by Client / Date

Accepted by Station / Date



Redding Swim Club Employee Handbook

Section 1: Introduction

Chain of Command
Mission Statement/Ethos
Redding Swim Team's Coaching Objectives
Ethical Code of Conduct
Diversity and Anti-harassment
Standards of Conduct
Employee Classifications/Categories
Background and Reference Checks
Attire and Appearance
Safety and work-related injury.
Pay Roll
Sick Leave
Reimbursement – Expenses and Travel
Behavior and Accident/Injury Incidents
Mandated Reporting
Employee Conflict Resolution
Progressive Discipline
Performance Evaluation
Separation of Employment

Sections 2: Additional Documents

Policies and Procedures
By-Laws
USA Swimming
Emergency/Safety Action Plan

Section 3: Forms and Employee Paperwork

Application
Personnel sheet
Certifications Forms
I-9
DE4
W-4
Swim Meet Travel Per Diem and Hours
Check Request Form
Incident Report Form
Injury Report Form
Grievance Form
Leaving Form
Last Check Form
Special Employment Form

Section 1: Introduction

Whether you have just joined our staff or have been at Redding Swim Team for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Redding Swim Team to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the General Manager. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the general manager) has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the above.

The procedures, practices and policies described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Redding Swim Team employees and others affiliated with Redding Swim Team whose knowledge of the information is required in the normal course of business.

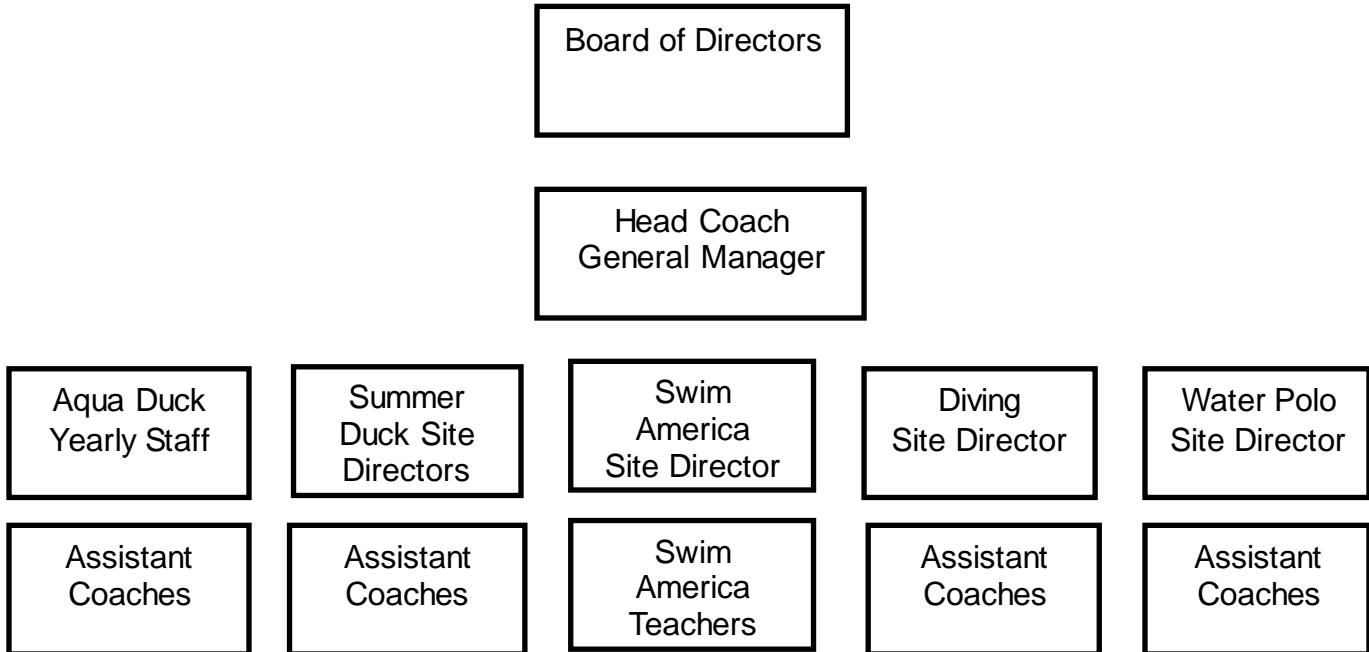
Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook is neither a contract nor a substitute for the official Redding Swim Club By-laws, Policies and Procedures, USA Swimming, National Governing Sport Organizations, Sierra Nevada Swimming, any Federal, State, County or City ordinances. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of, Redding Swim Club policies and procedures related to employment. Redding Swim Club policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

As the Redding Swim Club provides updated policy information, it is the employee's responsibility to read and abide by the change. If any changes occur, current employees will be notified and new versions and/or updated changes will be posted on www.reddingswimteam.org in the employee tab in the site map section of our website.

Welcome to the Redding Swim Club and if you at any time have questions or concerns, please contact Mark Wagner at reddingswimteam@yahoo.com. Thank you.

Redding Swim Club Organizational Chain of Command for Employees



The chain of command is the formal line of authority, communication, and responsibility within the Redding Swim Club/Team. The organizational chart allows one to visualize the lines of authority and communication within our organizational structure and ensures clear assignment of duties and responsibilities. Our goal is ensuring Clear reporting relationships exist with employees designated who are responsible for communicating information, providing direction, and delegating authority and responsibility.

Our Mission and Purpose:

The Redding Swim Club and all associated programs are built upon mutual respect and open communications. Swimmers, Parents and Coaches all have individual roles as part of that community but obviously must interact with each other. The following provides a framework by which to understand these roles and to guide behaviors so that the team can gain the greatest benefits each participant, parent and coach can yield.

The Redding Swim Club has several different programs within its organization and our goal is to provide the best aquatic programs possible for all involved. At times Redding Swim Club and Redding Swim Team names may be interchangeable but overall purpose, philosophy and goal is the same.

Mission Statement:

The mission of the Redding Swim Team is to provide physical, emotional, and social growth of swimmers/members through training and competition.

Redding Swim Team Ethos Statement:

We are a family of swimmers, coaches, parents, and volunteers who provide a fun and friendly environment for athletes of any skill level to compete at their fullest potential. We strive to produce young adults that will become productive leaders in the community by teaching the values of teamwork and dedication.

Teamwork: Teamwork is essential to success in swimming. All teammates support each other, making it easier to endure difficult times.

Dedication: Swimmers and their parents must make sacrifices to partake in meets, practices, and other events. Swimmers willfully dedicate a significant amount of their lives to the sport.

Spirit: As a team, we strive to encourage one another to rise to the occasion and perform with maximum effort.

Positive Attitudes: The members of our team make every effort to display positive attitudes throughout all circumstances.

Respect: The respect swimmers express towards one another, and coaches demonstrates a sense of loyalty that holds us together as a team.

Perseverance: Swimmers, parents, and coaches inspire one another to persevere through hard work and challenges.

Family/Friendship: As a team we are united together through the bonds of shared experiences and passion for support.

Responsibility: Swimmers need to be responsible enough to attend a time-consuming schedule while focusing on many different tasks.

Redding Swim Teams Coaching Objectives:

- ❖ Provide a comprehensive aquatic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- ❖ The Redding Swim Club is based upon open communication and mutual respect among the Board of Directors, instructors, coaches, participants, parents and officials.
- ❖ The program is to serve as a positive, powerful, productive force for our participants and families.
- ❖ Prepare our members for a path of success, through education and fostering the members' quest for personal improvement.

To provide an attractive program for the participants:

- ✓ Provide the participants with an enjoyable and rewarding experience.
- ✓ To give quality instruction in the fundamentals of each program offered: specific athletic skills and strategies to improve participant's success.
- ✓ Sportsmanship, ethical conduct, and fair play to be an integral part of the Redding Swim Team
- ✓ Inspiring all athletes to always give their highest effort in the pool, also a member of our community.
- ✓ To stress the importance of self-discipline in both the pool and the community
- ✓ Teach our participants that dignity, self-worth, and self-esteem are achieved through hard work.
- ✓ To create a positive atmosphere and a climate that is enhanced when participants work together as a team to represent Redding Swim Team
- ✓ Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a direction for positive and successful outcomes.

To make our aquatic programs a source of both participants, family, and community pride:

- ✓ Help each participant to interact positively with staff, community, and fellow participants.
- ✓ Make the team a positive influence on all who come in contact with it
- ✓ To demonstrate the social competence of operating within a set of rules and regulations governing the sports offered

Standards of Conduct:

All employees are expected to work together in a cooperative spirit to serve the best interests of the Redding Swim Club and to be courteous to members, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of members and coworkers and maintain confidentiality in all matters relating to members and coworkers.
- Express concerns, complaints, or criticisms through the appropriate channels. [See Chain of Command diagram, COC]
- Know and comply with Redding Swim Club By-laws, Policies and Procedures.
- Be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the Redding Swim Club and all the associated programs.
- Refrain from engaging in harassment, including sexual harassment of other employees and members, as defined in Redding Swim Team Bylaws.
- Refrain from forming romantic or other inappropriate social relationships with membership.
- Employees shall not send personal text messages or make phone calls to underage members (18 and under) that are not directly related to Redding Swim Club business. An exception may be made if the call/message is directly related to a Redding Swim Club sponsored activity that the employee sponsors/supervises.
- Immediately report, in writing, to the General Manager, any criminal charge(s) brought against the employee, the disposition of the charge(s) and any adverse adjudication received by the employee for a felony offense or a misdemeanor involving moral turpitude. Immediately report, in writing, to the General Manager, within three calendar days, any criminal charges.
- Negative communications, written, verbal, electronic communications, and/or the use of social media (Facebook, my space, twitter, etc.) regarding the Redding Swim Club and/or associated programs or coaching staff will not be tolerated and are grounds for immediate disciplinary action up to and including termination.
- All governing rules of USA Swimming, Sierra Nevada Swimming and/or other National Sport that Redding Swim Club is offering.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Report to work according to the assigned schedule. Be on time to all practices and/or scheduled events.
- Always check in with the Site Supervisor and/or Head Coach immediately upon arrival.
- Notify immediate supervisor as early as possible (preferably in advance) in the event of being absent or late. Unauthorized absences, chronic absenteeism and tardiness may be causes for disciplinary action.
- Use time, funds, and property for authorized Redding Swim Club's business and activities only.
- All Redding Swim Club and/or associated program employees are expected to perform their duties in accordance with state and federal law, Redding Swim Club By-laws, Policies and Procedures and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.
- All decisions made by the Board of Directors, or the Head Coach, are to be supported by the coaching staff. Negative communications, both written and verbal, about the team or coaching staff will not be tolerated and are grounds for immediate disciplinary action up to and including termination.

Diversity:

Equal Employment Opportunity Statement

Redding Swim Club provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Redding Swim Club complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Redding Swim Club expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Redding Swim Club employees to perform their expected job duties is not tolerated.

Anti-harassment Policy and Complaint Procedure:

Redding Swim Club is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Redding Swim Club expects that all relationships among people in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of Redding Swim Club to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Redding Swim Club prohibits any such discrimination or harassment.

Redding Swim Club encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Redding Swim Club to investigate such reports promptly and thoroughly. Redding Swim Club prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Code of Ethical Code:

The Redding Swim Team shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent, and contracted employee of the Redding Swim Team who provides supervisory and instructional service in aquatic programs and activities.

Such person providing service shall:

- Show respect for members, parents, other coaches, and staff.
- Respect the integrity and judgment of the sport officials.
- Establish and model fair play, sportsmanship, and proper conduct during practices/swim meets/contests and in the community.
- Establish safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
- Provide proper supervision of participants while under the coach's direction.
- Use discretion and proper language when providing constructive criticism and when reprimanding participants –use of profanity is unacceptable.
- Understand the proper administrative chain of command and refer to all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
- Consistently require all participants to adhere to the established rules and standards of the aquatic sport participating in.
- Properly instruct participants in the safe use and care of equipment.
- Not to recruit a participant from other programs.
- Not suggest, provide, or encourage any participant to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
- Follow all the rules of the governing sports, USA Swimming, USA Water Polo, USA Diving, USA Masters
- Follow all the Bylaws and Policies of the Redding Swim Team.
- Follow all the rules set forth within the city, county and state that regulates the safety of children.
- Follow the rules of the facility being rented.

Employee Classifications:

All employees are designated as salary or hourly. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Redding Swim Team.

Contract Salary employees are Head Coach/General Manager. The employee payment schedule will be established by contract and/or Board of Directors.

Hourly employees are Assistant Coaches, Seasonal Coaches, Swim Instructors, and/or newly established programs that need instruction. These employees are hired as staff members to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled.

Volunteer employees must complete a volunteer service agreement prior to donating any service as a coach and/or assisting coach. This agreement is required by our workers' compensation carrier.

Background and Reference Checks:

To ensure that individuals who join Redding Swim Team are well qualified and to ensure that Redding Swim Team maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Redding Swim Team. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Redding Swim Team to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The Redding Swim Team also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Attire and Appearance:

It is important for all employees to project a professional image while at work by being appropriately attired. Redding Swim Team employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

- Employees must always wear appropriate attire, and a team T-shirt to be worn if designated. While in the water one-piece suits must be worn.
- Employees who have long hair must be tied back or swim cap shall be worn while in the water with members.
- Employees shall not wear jewelry if in the water with members.
- Employees shall always be professional, positive, and cheerful with the members.

The Redding Swim Team is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may cause disciplinary action, which may result in termination.

Safety Action Plan:

While the Redding Swim Club and/or associated programs use facilities they shall follow their Safety Action Plan. The Safety Action Plan for Shasta College and Shasta High School is included in the Additional Information of Employee Handbook. While the Redding Swim Club and/or associated programs use Redding Aquatics, staff and members shall follow City of Redding staff if any incidents occur at their facility.

The Redding Swim Club has developed a Safety Action Plan for the Shasta College Facility and Shasta High School. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, participants, parents, and visitors the Redding Swim Club shall conduct a drill to practice procedures. Employees must comply with the following requirements at all facilities and rules that govern the sport and in addition:

- Observe all safety rules.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor.

Safety Precautions for Members

- Always keep your eyes on your members while in the pool.
- When talking to a supervisor, parent, and/or co-worker keep your eyes on your participants in the water.
- Employees may never abandon direct supervision of members to attend to other duties. Routine duties should be taken care of before members get into the water or after they are out.
- In the case of an emergency that requires that the employee to leave the workout area, he or she must get someone's commitment to assume supervision.
- If an employee must leave the direct supervision of members, employee must first find another qualified individual to relieve employee.
- All injuries must be reported to the direct Supervisor and/or General Manager/Head Coach and an accident report must be filled out. A copy of the Injury form is included at the end of this handbook.
- Employees shall refrain from commenting to the media if an accident or emergency occurs. Always check with the General Manager/Head Coach before releasing any information to the media.
- Employees may not leave until the last member is picked up from the facility.
- Employees may not transport members (18 and under) to and from Redding Swim Club sponsored events or activity. Exceptions are made if members are participating in Team Travel.
- Members shall not assist in removing or placing pool covers. Only employees, Shasta College employees, and/or adult members on USA Swimming, shall remove and/or place pool covers.

Employee Safety and Injury

- If injury occurs to an employee or participant, supervisor must be notified immediately.
- If your injury or illness developed gradually (like tendinitis or hearing loss), report it as soon as you learn or believe it was caused by your job. Reporting promptly helps avoid problems and delays in receiving benefits, including medical care. If your employer does not learn about your injury within 30 days, you could lose your right to receive workers' compensation benefits.
- Get emergency treatment if needed. If it's an emergency, call 911 or go to an emergency room right away. Tell the medical staff that your injury or illness is job-related.

Regarding, members of the Redding Swim Club and/or associated program follow safety plans established at the facility that includes guidelines and procedures for responding to emergencies. If contacted by the media, do not comment, and direct them to General Manager/Head Coach.

USA Swimming and our insurance carrier will need a report as soon as possible. If possible, please be able to provide names and numbers of witnesses to the accident.

Payroll:

Hourly Employees:

- Employee(s) must submit hours worked the month by the 25th, Employee(s) shall estimate the remainder days of the month if expected to work. Submission of hours shall be emailed to the General Manager/Head Coach.
- Employees will be paid on the 5th and 20th of each month. Standard payroll deductions will be applied as required by law.
- Employees will have checks deposited into checking account (s) that they request.
- Employees must provide account information to bookkeepers using Automatic Deposit form in the Forms section of this Handbook.
- If Employees wish to enroll into a retirement program, the Redding Swim Team will help facilitate their wishes.
- All employees must have filled out job application, W-4 completely, I-9, and Personnel sheet.
- High School students are responsible for getting their own work permits from school.

Sick Leave Policy

- Employees who work for at least 30 days for the Redding Swim Team accrue sick leave at the rate of one hour of paid sick leave for every 30 hours worked.
- New employees may accrue sick leave after their 90th day of employment.
- The minimum increment for the use of paid sick leave is two hours.
- Employee sick leave balances will roll over each year but are capped at 80 hours (10 days).
- Employees may not cash out their sick leave at the time of separation of employment. However, if the employee returns to the Redding Swim Team within one year, their accrued sick leave balance will be reinstated.

Permitted uses for sick leave include the following:

- for diagnosis, care, or treatment of his or her own existing health condition or the existing health condition of a family member.
- for the employee's preventative care or the preventative care of a family member.
- when he or she is a victim of domestic violence, sexual assault, or stalking, and he or she is:
- seeking to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his or her child.
- seeking medical attention for any injuries.
- obtaining services from a domestic violence shelter, program, or rape crisis center.
- obtaining psychological counseling related to the experience(s).
- participating in safety planning and taking other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Reimbursement of Expenses:

All expenses must have pre-approval by the Head Coach/General Manager. If you purchase an item needed and have prior approval from Head Coach/General Manager, save the receipt and attach it to check request form. When filling out the form, please include details. Once completed, return it to Head Coach/General Manager. The form and receipt will be sent to will need signatures from board members. Request for reimbursements must be completed within 30 days.

Reimbursement of Team Travel:

Team Travel is the account name for coach's expense while traveling to and from meets. If a swim meet is within Shasta County, the Redding Swim Team will not reimburse the coach for said expenses. In addition, coaches will only be reimbursed if assigned to travel to swim meet for supervision of Redding Swim Team Member or other associated programs.

If using a hotel while traveling, staff must bring back the receipt. Hotel stays can be paid for prior to the travel using the team credit card or a staff member may use their own card, and then request reimbursement. The Redding Swim Team's Swim Meet Travel Per Diem and Hours form is in the forms section of this Employee Handbook.

Behavior Incident Report Procedures:

Minor incidents can typically be handled by the Employee, addressing the issue, and ensuring that behavior will be corrected. More serious/severe incidents shall be in writing and communicating to the parents of the participant and General/Manager by email. The communication must include Date, Time, Incident Description, Incident Causes. Employees can use the Behavior Incident Report is in the forms section of this Employee Handbook as a template if information needs to be included.

A Behavior Incident Report is the formal documentation of specific details that describe the events of an incident. Its purpose is to discover the causes and events occurring during the incident with the goal of preventing incidents in the future. The Board of Directors will be notified of such incidents. If the repeatable incidents continue with the same participants, the General Manager/Head Coach and the Board of Directors will address the second issue.

Accident/Injury Reporting Procedures:

Below is the **Online Report of Occurrence form**. The Report of Occurrence shall be submitted by the coach, official or someone affiliated with the club/facility any time there is an accident or injury during any USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The parent or injured party should NOT submit the form. The online form does require that certain sections, indicated by an asterisk, be completed before they can be submitted. If you have any questions, please contact ROO@usaswimming.org.

Click the link below to begin the process:

- [Online Report of Occurrence Form](#)

Upon submission of the completed Report of Occurrence, you will receive an automated email indicating that USA Swimming has received the form. In the body of the email is a detailed account of the information that was reported. This email can be printed or saved to a file for record keeping. **PLEASE FORWARD A COPY OF THIS EMAILED REPORT TO** the Operational Risk Chair for your LSC.

Mandated Reporting

There are certain individuals who are mandated by law to report suspected or known abuse. The lists of these individuals are listed in the [Child Abuse and Neglect and Reporting Act](#) (Penal code 11165.7). The list is extensive and continues to grow. It includes all school/district employees, administrators, and athletic coaches. A person who fails to report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (California Penal Code Section 11166[b]).

What to Report?

1. Physical Abuse
2. Neglect
3. Sexual Abuse
4. Emotional Abuse

How to Identify:

Physical Abuse- Physical Injury is inflicted by another person outside the normal realm of discipline that may need medical attention (kicking, hitting, punching, beating, burning, biting...). Common locations of abusive injuries include the back, buttocks, ears, face (particularly the soft tissues of the cheek), neck, and genitalia. Additionally, abusive bruises and burns may be patterned or have a distinct outline, while accidental bruises typically do not leave a clear pattern or outline.

Neglect- Refers to the negligent treatment or the maltreatment of a child by his/her caregiver that results in harm or could be harmful. The term includes both acts and omissions on the part of the responsible person (P.C.11165.2). Other forms of neglect include medical, emotional, or educational. There can be general neglect (failure to provide care without injury) and severe neglect (intentional failure to provide care with injury).

Sexual Abuse- Sexual abuse refers to sexual assault or sexual exploitation as defined by various sections of the California Penal Code as well as other specific acts listed in the law. Sexual assault includes rape, statutory rape, incest, sodomy, lewd or lascivious acts upon a child, oral sex, sexual penetration, sexual exploitation, or child molestation. Some children disclose right away the guilt and shame of the child victim. However, the possible involvement of parents, stepparents, friends, or others in trusted positions often make it extremely difficult for children to report sexual abuse.

Emotional Abuse- This abuse is one of the hardest to identify. Children that are emotionally abused normally have physical delays, learning disabilities and speech disorders. Reasonable suspicion of emotional abuse that must be reported often results from verbal disclosures or direct observation and involves any person willfully causing or permitting any child to suffer unjustifiable physical pain or mental suffering or endangering the child's person or health (P.C. 11165.3). Emotionally abused children normally have other abuse (neglect, physical or sexual) present.

Signs of Abuse:

Physical-

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert" as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Neglect-

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

Sexual-

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Doesn't want to change clothes in front of others or participate in physical activities.
- A sexually transmitted disease (STD) or pregnancy, especially under the age of fourteen.
- Runs away from home.

Emotional-

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult-like (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

How to Report:

It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter, the report must be made. Reporters need to contact a proper local law enforcement agency right away with the report of abuse or neglect.

Reports can be made by phone call to any of the listed agencies and then followed up by a report in writing via email or fax. After the report is made, law enforcement is required to investigate. Proper agencies to contact are:

- A Police or Sheriff's Department (not including a school district police department or school security department). (530)225-4200 or (530)246-5600
- A County Probation Department, if designated by the county to receive child abuse reports. (530)225-6200
- A County Welfare Department/County Child Protective Services. (530)225-5650

Resources Used:

California Department of Education: <https://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>

Mandated Reporter Training: <http://generaltraining.mandatedreporterca.com>

Employee Conflict Resolution:

Redding Swim Club encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

To hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board of Directors has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisor or an appropriate administrator. (See Chain of Command)

The concerns of employees will be directed to their direct supervisor, and then shall follow the chain of command if concerns are not addressed. The employee's direct supervisor shall be made aware of a grievance immediately to take appropriate action if needed. If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal grievance process by timely filing a written complaint form. A copy of the grievance form is included at the end of this handbook.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees may bring grievances to the Board of Director or appointed committee.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Employees are prohibited from communicating with a member of the Board and/or Membership and that would be inappropriate because of a pending hearing or appeal related to the employee.

Progressive Discipline:

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Redding Swim Team supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Redding Swim Team reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Redding Swim Team's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 30 days. Within this period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Redding Swim Team reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Performance Evaluation:

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Employees shall be informed of the criteria on which they will be evaluated. A copy of the Evaluation is provided in the Appendix of this handbook. All employees will participate in the evaluation process with their assigned supervisor annually. Each employee will fill out their own evaluation for Supervisor. If an employee is a contract/stipend employee the Supervisor will evaluate the employee's performance and shall have one member and one board member evaluate employee. Results will be collected as shared with the employee.

If an employee has a deficiency in performance and/or the rules and policies that governing the Redding Swim Club and all its associated programs have not been followed, employee will receive notice. Verbal notification will be the first step. If behavior hasn't improved, the employee will receive a written notification. We hope that our employee understands the seriousness of the prior notifications; if said behavior has not improved, termination will occur. The complete description of the Redding Swim Club's disciplinary policy is included in the progressive discipline section below.

Separation of Employment:

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign their employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where a job or business needs to warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the General Manager at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

- **Termination:** Employees of the Redding Swim Team are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and additional Redding Swim Club property. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck unless the employee resigned and did not give and work notice as indicated in contract.

Rehire

Former employees who left Redding Swim Team in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the General Manager, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Section 2: Additional Documents

These following sections provide additional policies, procedures, and governing documents that all members and employees must know.

Redding Swim Club's Policies and Procedures

The Redding Swim Club's Policies and Procedures – are posted on www.reddingswimteam.org in the Team Handbook.

Redding Swim Club Bylaws

Redding Swim Club Bylaws – are posted on www.reddingswimteam.org in the Board of Directors section.

USA Swimming – Listed on USA Swimming

1. Coach Membership Requirements, all expenses will be reimbursed once course work is completed, and the receipt has been submitted.
 - A. Coaches that are considered long term Assistant Coaches will need to create an account with USA Swimming and register as a coach.
 - B. Athlete Protection Training - Athlete Protection Education USA Swimming is committed to raising awareness about athlete protection and prevention of abuse in sport. We are proud to partner with Praesidium, an industry expert in abuse prevention, to bring the swimming community customized and comprehensive training tools for coaches, and volunteers.
 - C. Background Check Requirement - Since 2007, all coaches have been required to successfully complete a Background Check through the USA Swimming background check provider. It is the coach's responsibility to renew the background check every two years.
 - D. Foundations of Coaching - Foundations 101 must be completed prior to registering for the first time as a coach member. The course and test take approximately 90 minutes. All material is contained within the online course. Rules and Regulations is a separate 30 question The Rules and Regulations test is based on the current USA Swimming Rulebook.
 - E. Concussion Protocol. Though several states have previously passed concussion education requirements, USA Swimming will now require all coaches and officials to complete Concussion Protocol Training by January 1, 2020.

- F. CPR/AED Certification. Obtain USA Swimming-approved adult & pediatric CPR/AED certification. Certification must be always kept current.
 - G. Safety Training in the water and online course
 - H. CANRA – Mandatory Reporting. Provided by the U.S. Center for SafeSport and is required for California residents, this course covers comprehensive information about child abuse and neglect, appropriate responses when abuse is disclosed, a sample mandatory reporting phone call, and understanding barriers to reporting misconduct.
 - I. USADA Coach’s Advance Tutorial. This course is a yearly requirement for coaches. It was created by the United States Anti-Doping Agency (USADA). Coach’s Advantage is a comprehensive, online educational tutorial comprised of video modules and a quiz. The lessons cover the WADA Prohibited List and Code changes, the sample collection process, Therapeutic Use Exemptions (TUEs), and Whereabouts responsibilities. In this course, learners have access to WADA and USADA documents, supplement guides, and other educational resources.
 - J. Quality Coaching Framework – will be required in mid-2024. The United States Olympic & Paralympic Committee, in partnership with its National Governing Bodies and Dr. Wade Gilbert of Human Kinetics, created the USOPC Quality Coaching Framework, which provides an overarching set of principles that is designed to inform how to coach most effectively. The USOPC QCF is a vetted, carefully crafted, evidence-based resource that establishes a common language and principles of quality coaching for all those working in Team USA coaching contexts.
2. Rules and Regulations
- A. USA Swimming Code of Conduct
 - B. Athlete Protection and Best Practice Guidelines – the exception is when Redding Swim Club By Laws and Policy and Procedures cover a specific topic.
 - C. USA Swimming Rules posted on www.usaswimming.org

Emergency/Safety Action Plan

Facility: Shasta College, 11555 Old Oregon Trials, Redding, CA 96003

Is it life threatening? If so, clear the facility. Follow these procedures for the specific emergency.

Incident/Accident Procedure
 Weather Emergency Procedure
 Chemical Emergency Procedure
 Drowning Emergency Procedure
 Spinal Management Procedure
 Call 911 Procedure

A. Emergency Incident/Accident

1. Assess the scene and situation
 - a. Safe Situation
 1. Deal with problem or concern
 2. Listen to the patron, if need general first aid supply necessary materials.
 3. Offer a solution; if an accident report needs to be filled out please do so.
 - b. Not Safe Situation
 1. Assess and follow the necessary procedure.

B. Weather Emergency Procedure

1. 3 whistles to clear the facility.
2. Direct participants and patrons to the tunnels that lead up to the locker room.
3. Send a staff or parent to supervise the locker room.
4. Assess the weather to warrant cancellation of practice.
5. Send out a twitter message to general membership if practice is cancelled.
6. Maintain control of participants and monitor situations.

C. Chemical Emergency Procedure

1. 3 whistles to clear the facility.
2. Direct participants and patrons to the exit doors on the south side of the facility and into the gymnasium.
3. Send a staff and/or parent to supervise the gymnasium.
4. Call 911 if needed – follow 911 Procedure
5. Call Maintenance Department, Security and Athletic Department to notify them and further assistance
6. Send out a twitter message to the general membership that practice is cancelled.
7. Maintain control of participants and monitor situations.
8. Contact the Redding Swim Team Board of Directors to notify them of the situation
9. Fill out appropriate reports and return them to the necessary authorities
10. Hold Staff and Board of Directors briefing if deemed necessary

D. Drowning Emergency Procedure

1. 3 whistles to clear the pool
2. Asses the scene
3. Secure additional assistance
4. Staff enters the water while Bystander – calls 911 following Procedure
5. Staff will assist or recue the victim
6. Staff performs First Aid or CPR, Bystander meets the ambulance
7. Staff assist EMS if needed – victim to hospital
8. Contact the Redding Swim Team Board of Directors to notify them of the situation
9. Fill out appropriate reports and return them to the necessary authorities
10. Hold Staff and Board of Directors briefing if deemed necessary

E. Spinal Management

1. 3 whistles to clear the pool
2. Asses the scene
3. Secure additional assistance
4. Staff enters the water while Bystander – calls 911 following Procedure
5. Staff will provide in-line stabilization
6. Staff or bystander brings backboard to primary rescuer
7. Secure victim on Backboard
- 8 Remove victim from the water.
9. Staff check's ABC's, while bystander meets the ambulance
10. Staff assist EMS if needed – victim to hospital
11. Contact the Redding Swim Team Board of Directors to notify them of the situation
12. Fill out appropriate reports and return them to the necessary authorities
13. Hold Staff and Board of Directors briefing if deemed necessary

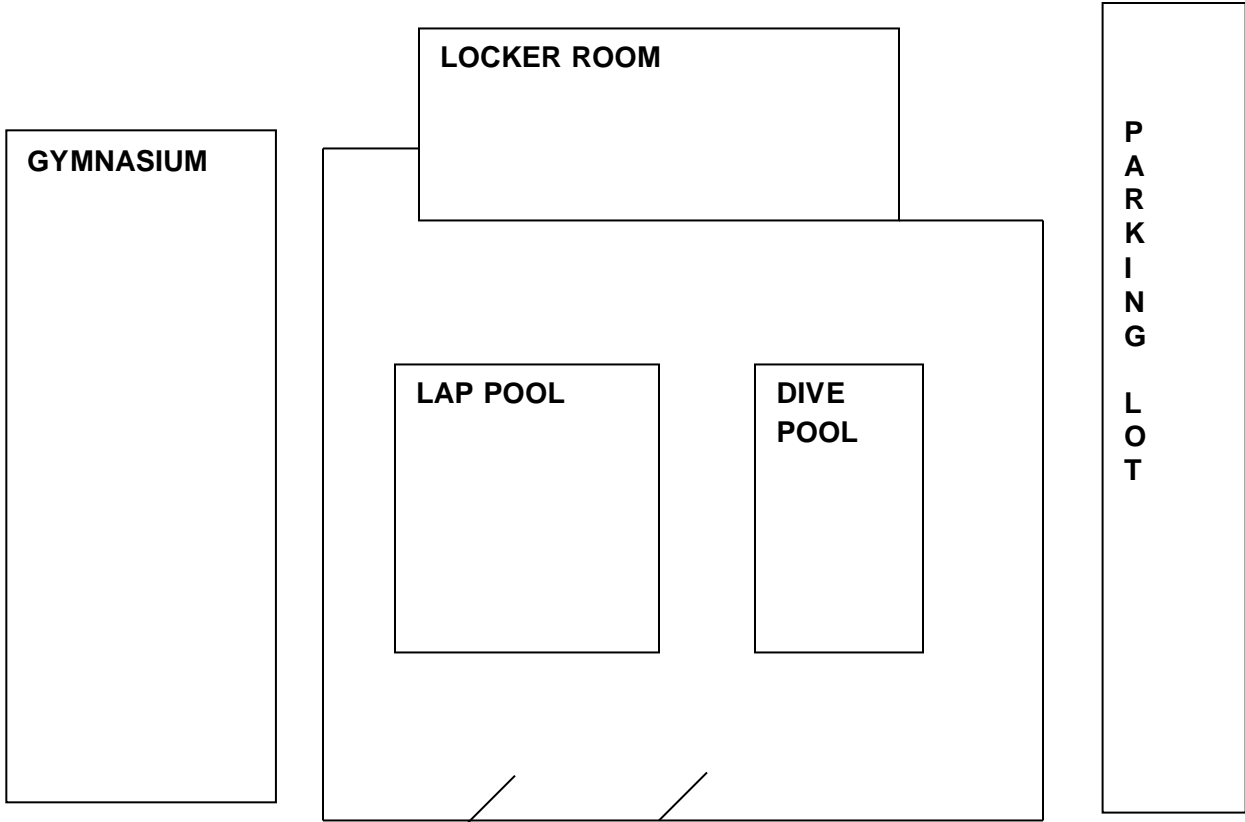
F. Call 911 Procedure

1. Dial 9 – 911
2. Identify yourself, your location:
Shasta College Swimming Pool (Shasta College 11555 Old Oregon Trail, Redding, CA 96003)
3. The nature of the emergency.
4. Remain of phone until EMS personnel arrive.

Mark's Cell Phone: 530-515-5101

SHASTA COLLEGE POOL

NORTH



SOUTH

Emergency/Safety Action Plan

Facility: Shasta High School Pool 2500 Eureka Way, Redding, CA 96001

Is it life threatening? If so, clear the facility. Follow these procedures for the specific emergency.

Incident/Accident Procedure
Weather Emergency Procedure
Chemical Emergency Procedure
Drowning Emergency Procedure
Spinal Management Procedure
Call 911 Procedure

A. Emergency Incident/Accident

1. Asses the scene and situation

a. Safe Situation

1. Deal with problem or concern
2. Listen to the patron, if need general first aid supply necessary materials.
3. Offer a solution; if an accident report needs to be filled out please do so.

b. Not Safe Situation

1. Assess and follow the necessary procedure.

B. Weather Emergency Procedure

1. 3 whistles to clear the facility.
2. Direct participants to exit the pool immediately.
3. Have patrons seek shelter on pool deck or rest rooms.
4. Assess the weather to warrant cancellation of practice.
5. Contact the General Manager to send out a twitter message to the general membership if practice is cancelled.
6. Maintain control of participants and monitor situations.

C. Chemical Emergency Procedure

1. 3 whistles to clear the facility.
2. Direct participants and patrons to the gate on the parking lot on the East side of the facility and gather at the small gymnasium entrance.
3. Send a staff and/or parent to supervise the gymnasium.
4. Call 911 if needed – follow 911 Procedure
5. Call Maintenance Department, Security and Athletic Department to notify them and further assistance
6. Send out a twitter message to the general membership that practice is cancelled.
7. Maintain control of participants and monitor situations.
8. Contact the General Manager, first. Then the Redding Swim Team Board of Directors notified them of the situation.
9. Fill out appropriate reports and return them to the necessary authorities
10. Hold Staff and Board of Directors briefing if deemed necessary

D. Drowning Emergency Procedure

1. 3 whistles to clear the pool
2. Asses the scene
3. Secure additional assistance
4. Staff enters the water while Bystander – calls 911 following Procedure
5. Staff will assist or recue the victim
6. Staff performs First Aid or CPR, Bystander meets the ambulance
7. Staff assist EMS if needed – victim to hospital
8. Contact the Redding Swim Team Board of Directors to notify them of the situation

9. Fill out appropriate reports and return them to the necessary authorities
10. Hold Staff and Board of Directors briefing if deemed necessary

E. Spinal Management

1. 3 whistles to clear the pool
2. Assess the scene
3. Secure additional assistance
4. Staff enters the water while Bystander – calls 911 following Procedure
5. Staff will provide in-line stabilization
6. Staff or bystander brings backboard to primary rescuer
7. Secure victim on Backboard
8. Remove victim from the water.
9. Staff check's ABC's, while bystander meets the ambulance
10. Staff assist EMS if needed – victim to hospital
11. Contact the Redding Swim Team Board of Directors to notify them of the situation
12. Fill out appropriate reports and return them to the necessary authorities
13. Hold Staff and Board of Directors briefing if deemed necessary

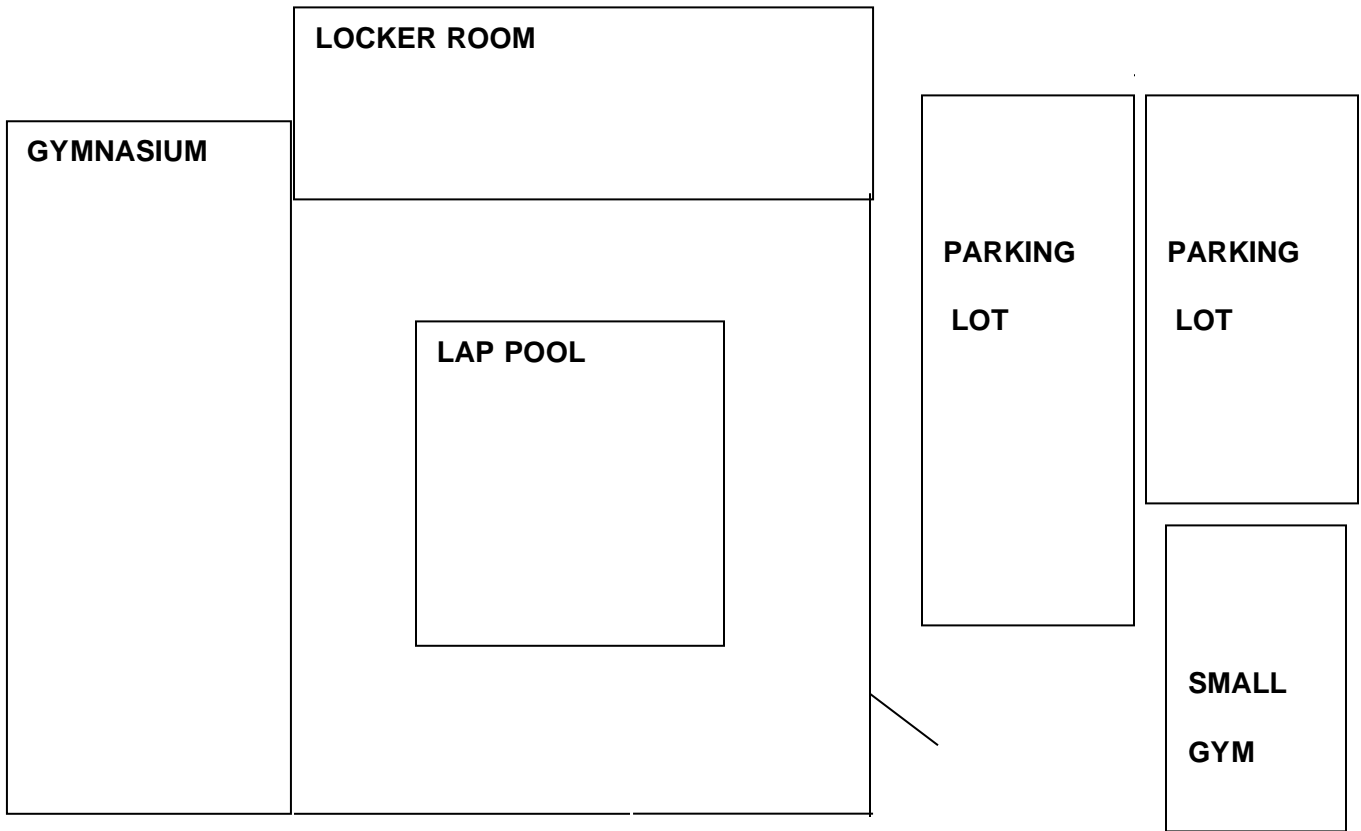
F. Call 911 Procedure

1. Dial 9 – 911
2. Identify yourself, your location:
Shasta High School Pool (Shasta High 2500 Eureka Way Redding, CA 96001)
3. The nature of the emergency.
4. Remain on phone until EMS personnel arrive.

Mark's Cell Phone: 530-515-5101

SHASTA HIGH POOL

NORTH



SOUTH

Section 3: Forms and Employee Paperwork

This section of the Employee Handbook is to provide our employees an easy access to needed forms and paperwork while employed with the Redding Swim Club. These forms may be downloaded and printed as needed. In addition, the management will to the best of their ability have these forms located at each site.



P.O. Box 992112 -- Redding, CA 96099-2112 -- (530) 246-2666 www.reddingswimteam.com

Employment Application

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Phone: (____) _____ E-mail Address: _____
City State ZIP Code

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____
(not until hired)

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

1.College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

2.College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please list training and coaching certifications here: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: (____) _____
 Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: (____) _____
Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: (____) _____
Address: _____ Email: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



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Personnel Data Sheet

Name	
Address	
Phone	
Parent's Name	
Message Phone	
Birth Date	
Emergency Contact/Phone	
Doctor/Phone	
List any medical problems, allergies, etc..	
If you are missing for any length of time and won't be able to work specific time period, please indicate on this form.	

If you move or have any changes, please let us know in order to keep our files current. This is especially important for sending W-2's at the end of the year.



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Certification Cards (Copies only)

Social Security Card	CPR
First Aid	Life guarding/CST
Athlete Protection (receipt from test)	Background (receipt from test)
Coaching Foundation Test (receipt from test)	

I-9 Form

DE-4

W-4

DIRECT DEPOSIT AUTHORIZATION

This authorizes Redding Swim Team to deposit my pay automatically to the account(s) indicated below and if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorizes the financial institution holding the account(s) to post all such entries.

I understand I could have my Direct Deposit split up to two account numbers.

_____ All of paycheck

_____ % of paycheck to first bank account

_____ Fix amount of paycheck to first bank account

First bank account: _____

Name on bank account: _____

Bank Name: _____

Account Type: _____

Bank Routing #: _____

Account #: _____

Second bank account: _____

Name on bank account: _____

Bank Name: _____

Account Type: _____

Bank Routing #: _____

Account #: _____

Employee's signature

Date



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Check Request Form

Date of Request: _____

Check Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Amount: \$ _____ Event or Function: _____

Reason for Request: _____

Requested By: _____

Please attach receipt to this page for your reimbursement.

Must be approved by two Board Member

Signature Line: _____

Signature Line: _____

Checks are signed three times per month. One of these times will be at the regular monthly BOD meeting, then the first and last Thursday of the month.

This request may be faxed to 246-2666 or emailed to reddingswimteam@yahoo.com.

or mailed to: P.O. Box 992112, Redding, CA 96099-2112



P.O. Box 992112 -- Redding, CA 96099-2112 -- (530) 246-2666
 www.reddingswimteam.com

SWIM MEET TRAVEL PER DIEM AND HOURS

Date of Request: _____ RAD Swim Meet: _____

Payee: _____ Program: _____

COACHING (These hours will be added to your timecard)

RAD Scheduled Swim Meet:					
Date	Check In	Check Out	Check In	Check Out	DAILY TOTAL
TOTAL HOURS					

MILEAGE – Swim Meets outside Shasta County.

Mileage from Corporation Office, 17659 Melwood Lane, Redding, CA 96003 to pool or event location _____ miles x 2 x .67 = _____ (January 2024)

PER DIEM – Swim Meets outside Shasta County.

Per Diem will be given if meals aren't provided at the Competition. **Per Diem receipts are necessary to reimburse the staff member. Originals only, no copies or credit card statements.**

- Travel days (to and from event): Lunch \$11.25 Dinner \$19.50
- Competition days: Lunch \$15.00 Dinner \$26.00

Meals	Date	Date	Date	Date	Date	Total
Breakfast will be provided by hotel						
Lunch						
Dinner						
Total						

Incidentals: Up to \$5.00 for miscellaneous needs for performing duties \$ _____

Toll booths or Parking if applicable \$ _____

Hotel receipt \$ _____ (receipt is needed if paid by employee)

Total to be reimbursed: \$ _____

(This check will be created once it's been completed and signed)

Must be approved by Board Member and Head Coach

Signature Line: _____

Signature Line: _____



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Behavior Incident Report Form

Date of incident: _____ Time of incident: _____

The names of involved in the incident:

Name: _____

Name: _____

Incident description:

Incident causes:

Follow-up recommendations:

Employee Signature/Date: _____

Witness: _____

Witness: _____

Give it to Supervisor/General Manager immediately.



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Injury Report Form

Date of injury: _____ Time of injury: _____

Member's Name: _____

Member's Address: _____ City: _____

Member's Phone Number: _____

Location of Accident:

() Swimming Pool: () Pool Deck: () Locker Room: () Field: () Other: _____

Body Part Injured: _____

Type of injury: _____

Treatment given: _____

Action taken:

Parent took home ____

Transfer to Hospital ____

Parent took to Dr. ____

Return to activity ____

Parent took to ER ____

Called 911 ____

Other: _____

Explanation of Accident:

Witness: _____

Witness: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Form Submitted by: _____

Address: _____

Phone #: _____

Signature/Date: _____

Give it to Supervisor/General Manager immediately.

Coach Evaluation Form

Coaches Name: _____

Date: _____

Frequency
 1 - never
 2 - occasionally
 3 - half of the time
 4 - most of the time
 5 - always

Quality
 1 - poor
 2 - acceptable
 3 - good
 4 - very good
 5 - exceptional

I. ON DECK

- Coach-athlete interaction
- Works with individuals
- Works with all individuals
- Works with groups
- Works with the team
- Uses encouragement
- Uses praise
- Uses constructive criticism
- Uses goal setting
- Uses appropriate discipline

1	2	3	4	5

1	2	3	4	5

Teaching Skills

- Uses demonstrations
- Uses presentations
- Uses questions as a teaching tool
- Provides constructive feedback

Practice Management

- Arrives early
- Workout is organized and well planned
- Workout begins on time
- Keeps athletes engaged in productive activity

Meet Management

- Arrives early
- Structures individual warm ups
- Supervises warm up
- Attends meetings
- Observes swims
- Provides encouragement
- Uses constructive criticism
- Appropriately handles disputes with officials

Other

- Dresses appropriately
- Positive role model

Coach Evaluation Form

Quality				
1 - poor				
2 - acceptable				
3 - good				
4 - very good				
5 - exceptional				
1	2	3	4	5

II. Membership

- Integrity
- Respect
- Courtesy
- Consistency of approach
- Fairness
- Approachability
- Gracefully accepts input
- Dependable
- Handles relationships with parents professionally
- Appropriate dress and grooming
- Directs parent education programs

III. Staff Relations

1	2	3	4	5

- Integrity
- Professionalism
- Courtesy
- Positive Attitude
- Consistency of approach
- Approachability
- Gracefully accepts input
- Reliability
- Relationships with other staff members

IV. Goals

Assistant Coaches Signature: _____ Date: _____

Head Coaches Signature: _____ Date: _____

Observers Signature: _____ Date: _____



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Grievance Form

Date: _____

Name of Employee: _____ Position: _____

State your grievance in detail, including the date of act or omission causing grievance.

Identify other employees with personal knowledge of your grievance.

State your effort to resolve this grievance.

Describe the remedy or solution you would like. _____

Employee Signature: _____ Date: _____

Office use only:

Grievance Form Received by Supervisor: _____ Date of Meeting (s): _____

Actions Taken: _____

Disposition: _____

Employee Accepted []

Employee Appealed []



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Employee Leaving Acknowledgment Form

Name: _____

Position: _____ Today's Date: _____

Leaving Date: _____

Employee leaving is the position of their free will. Yes or No (if needed please feel free to write reasons)

Any reimbursement(s) or payment due to employee? Yes or No (if yes, please write down items or reason for payment)

Any Additional Comments: _____

Forwarding Address if different than application: _____

Name of Employee: _____

Signature of Employee: _____ Date: _____



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Final Paycheck Acknowledgment

Name: _____

Position: _____ Today's Date: _____

Leaving Date: _____

I, the unsigned recipient, have received my final paycheck and/or reimbursement from the Redding Swim Team.

The total amount is \$_____

Paycheck amount represents:

To the best of my knowledge, there is no additional money owned to me by the Redding Swim Team at the present time.

Name of Recipient: _____

Signature of Recipient: _____ Date: _____

Signature of Person Issuing Final Paycheck: _____ Date: _____

Items returned:

If the check is mailed via certified Mail, attached receipt to this page.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about **Redding Swim Club/Team**, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered my employment relationship with **Redding Swim Club/Team** voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Redding Swim Club/Team can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

This handbook and the policies and procedures contained herein supersede all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with **Redding Swim Club/Team**. By distributing this handbook, the company expressly revokes all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, all policies and practices may be changed at any time **Redding Swim Club/Team**, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the president of **Redding Swim Club/Team** could adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Redding Swim Club/Team is employment at will, which may be terminated at the will of either Redding Swim Club/Team or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by **Redding Swim Club/Team** or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE