

# THREE VILLAGE SWIM CLUB

## Policy & Procedure Guidebook

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Eighth Revised Edition Issued

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### **-ACKNOWLEDGMENTS-**

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## 1.0 INTRODUCTION

Welcome to the **Three Village Swim Club (TVSC)**! We are a non-profit organization dedicated to the sport of competitive swimming. *TVSC* offers a year round program of instruction and competition, directed by our professionally hired staff. We are a member of USA Swimming Inc. (USA Swimming). *TVSC* swims primarily out of the Ward Melville High School pool in Setauket; however, the majority of novice swimmers' practices are conducted at Edna Louise Spears Elementary School (a.k.a., "Scraggy Hill") in Port Jefferson. During the summer months, *TVSC* trains at the Brookhaven Town pool in Holtsville.

The Mission of *TVSC* is to develop student-athletes by providing quality coaching, necessary training and positive encouragement among all age groups.

The Vision of *TVSC* is to empower young people to be champions in and out of the water for a lifetime.

## **2.0 TEAM TRAINING ORGANIZATION**

TVSC training is divided into four main groups; some of which train year round.

### **2.1 PRE-COMPETITIVE**

This level is for the absolute novice. The emphasis is on technique and enjoyment. The "D" team does not compete in meets and workouts are once a week during the school year and twice a week during the summer.

### **2.2 NOVICE GROUP**

This program teaches proper stroke mechanics and exposes the swimmers to competition. It consists of swimmers, who train 2 to 4 days weekly. All four competitive strokes, as well as the starts and turns of these strokes are taught to the Novice level swimmer. The Novice group is divided into three levels: Novice A, Novice B and Novice BB.

### **2.3 JUNIOR GROUP**

The Juniors are concerned with developing and fine tuning technical skills while maintaining an enjoyable training regimen. Different types of training are introduced to our Junior athletes. These swimmers range in age from 7 to 16. This team trains 3-6 days a week. In addition, dryland training is also provided twice per week for one additional hour for the Junior 1 and Junior 2 levels. The Junior group competes on a regular basis. The Junior group is divided into three levels: Junior 1, Junior 2 and Junior Plus.

### **2.4 SENIOR GROUP**

This group is our top competitive team. They train 6 days a week. Weekday morning practices are also provided for Senior swimmers ages 13 and older, three times per week. In addition, dryland training is also provided for one hour twice per week. The Senior group competes on local, regional and national levels.

TVSC's *Seniors Program* has a minimum monthly attendance based upon five (5) practices per week. In a given week (holidays and swim meets aside), TVSC offers nine (9) practices per week for its *Seniors* swimmers. As there are individual circumstances present in everyone's lives which hinder schedules, TVSC's attendance policy recommends the swimmer to participate in a minimum of 20 practices per month; thus, allotting for flexibility and time management to achieve the minimum goal. The one exception to this minimum practice recommendation is participation in high school varsity swimming. During the varsity season, the varsity swimmer should still attend a minimum of two TVSC practices per week. Failure to successfully attend the minimum of 20 practices during a calendar month may result in a meeting between the head coach, group coach, a TVSC Board member, parent and swimmer. Other extenuating circumstances may arise during the course of the season. Therefore, it is important for the swimmer to e-mail his/her coach in the event of a major issue so that the coach is aware that practice attendance may suffer; communication is always important.

Swimmers on *TVSC* learn more than just training. The coaching staff works with the swimmers and develops: self-discipline, confidence, responsibility, time management, sportsmanship, goal setting, team participation, nutrition and many other things.

### **3.0 USA SWIMMING**

USA Swimming is the national governing body for competitive swimming in the United States. It was founded in 1980, as a result of the 1978 Congressional Amateur Sports Act. Swimming now governs itself rather than being one of the many sports under the Amateur Athletic Union (AAU) umbrella. In the AAU, rules and decisions were made for the general good of all sports; USA Swimming is able to make decisions which focus solely upon competitive swimming. USA Swimming is composed of local swimming associations, with over 300,000 members across the country.

USA Swimming offers a variety of programs which are geared for all levels of swimmers, from youngsters learning to swim, to world class athletes. These programs enable the youngsters to participate at their own levels of competition. The USA Swimming age group program is designed to benefit younger athletes in the early stages of their competitive swimming careers. Age group swimming is administered by thousands of volunteers across the country. It is a program which produces a reservoir of talent which keeps the United States ahead of the rest of the world in swimming.

The best of these age group swimmers participate in local, regional, and national meets and championships. Zone meets are held in four areas of the country each year, and USA sponsors a National Junior Championship as well. These championship meets are usually held at the conclusion of the winter and summer seasons. These meets help prepare our swimmers for the National Championships. The National Championships and specially conducted trials are used to select swimmers for the international meets throughout the world. These meets include the Olympic Games.

The Local Swimming Committees offer local and regional competition, register swimmers and clubs, train officials and encourage swimming interest in the local area.

TVSC is a member of the Metropolitan Swimming Association (Metro). All costs for registering with Metro are included in your TVSC tuition. Metro has over 10,000 registered athletes (boys and girls) participating on more than 80 clubs in the portion of New York State south of Albany, including the counties of Sullivan, Orange, Dutchess, Putnam, Rockland, Westchester, Nassau, Suffolk, and the 5 boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens). Competition is available for all ability levels from novice to National Championship.

## 4.0 FINANCIAL INFORMATION

### 4.1 TUITION INCLUDES:

Yearly program September through August of the following year.

- 4.1.1 Insurance fees.
- 4.1.2 USA Swimming fees.
- 4.1.3 Team suit/T-Shirt
- 4.1.4 Yearbook and individual plaque.
- 4.1.5 Entry fees for relays.

### 4.2 TEAM'S FINANCIAL POLICY

Tuition will vary according to expenses.

- 4.2.1 Payment schedule for swimmers starting in September: First payment is due before first swim practice. The first payment is 50% of the total tuition with six automatic monthly payments required thereafter until tuition is paid in full. A different payment schedule will be determined when a swimmer starts after September.
- 4.2.2 Any member in arrears will be immediately suspended until payment is made.
- 4.2.3 Since there is an entry fee for each event (approx. \$5.00) that each swimmer participates in, an initial fee of \$50.00 for Novice level, \$75.00 for Junior and Senior level swimmers will be held by the club to cover the cost of entries (MEET ACCOUNT). This will eliminate the need for parents to pay for each meet individually. When the account drops below \$10.00, additional money will be asked for. If you leave the club this money will be refunded to you unless you owe tuition to TVSC. Escrow refunds are only issued upon written request. Refund requests must be received within 12 months from leaving TVSC, or the account is administratively closed and no refunds will be granted.
- 4.2.4 It is the swimmer's and the swimmer's family's responsibility to routinely check the TVSC website for swimmers' entries in upcoming meets. All entry changes and scratches must be submitted via e-mail to the Head Coach prior to the posted closing date.
- 4.2.5 Any outstanding tuition and/or meet escrow balances may be pursued by TVSC through collections and/or via court proceedings. In addition to outstanding balances, TVSC will make claim for reimbursement of all out-of-pocket expenses incurred while pursuing outstanding balances.
- 4.2.6 To assist with understanding meet fees, please refer to the *TVSC MEET ESCROW GENERAL FACT SHEET* provided in the appendix of this *Policy and Procedure Guidebook*.
- 4.2.7 The team will impose fines to those families that do not work or get coverage for the meets they are previously assigned to work (see meet assignments).
- 4.2.8 Swimmers traveling to away meets without their parents may be responsible for their own expenses. There may be opportunities for TVSC to pre-pay for expenses related to travel, meals and lodging and will seek reimbursement from the individual swimmers on a pro-rated basis afterward.

## **5.0 TEAM RULES**

### **5.1 AT PRACTICE:**

- 5.1.1 Swimmers should arrive no sooner than 15 minutes before practice is to begin and they should be ready when the session starts. Parents are to pick up swimmers downstairs immediately after practice.
- 5.1.2 Swimmers are expected to complete the entire workout unless they have notified the coach before practice begins.
- 5.1.3 Any swimmer who leaves practice early must call home and then wait in the pool area for the parents to pick them up.
- 5.1.4 No running on the pool deck or anywhere in the pool area.
- 5.1.5 Swimmers are to spend as little time as possible in the locker room and there is to be no fooling around either before or after practice.
- 5.1.6 Food is not to be eaten in any area of the pool.
- 5.1.7 No parents are allowed on the pool deck at anytime during practice or meets.
- 5.1.8 Swimmers are never allowed outside the pool area (ie, lobby, outside entrance area, etc.) without a parent or a coach.
- 5.1.9 In the event that a swimmer must arrive to practice late or leave early, the parent must accompany the swimmer to the pool deck or e-mail the coach of the swimmer's group (i.e., Novice, Junior or Senior).
- 5.1.10 Promotions to the next practice group level (i.e., Novice to Junior 1, Junior 1 to Junior 2, Junior 2 to Seniors, etc.) are determined by the Coaching Staff. These determinations are based upon ability to keep up at practice. Practice intensities (and typically duration) increase with each promotion. Swimmers must be capable (and willing) to keep up with the practices and not impede other swimmers during practice. Promotions are based upon ability (whether it be pure ability, stamina, determination, size, or any successful combination thereof) to sustain a complete practice; otherwise, they must remain at their current level or join TVSC's Pre-Competitive Team, regardless of age.

### **5.2 AT SWIM MEETS:**

- 5.2.1 All swimmers must arrive at least 15 minutes prior to warm up.
- 5.2.2 As soon as you arrive at a meet, have the swimmer check-in with the coach.
- 5.2.3 No swimmer should be without a warm-up suit or similar type of clothing while awaiting their events. A TVSC shirt and/or logo is required (all competitive swimmers are supplied one t-shirt at the beginning of each short course season).
- 5.2.4 During warm-ups all swimmers are to remain with their coach until told to sit down.
- 5.2.5 All team members will sit together and remain as a team during the entire meet unless they have to go home. Do not go home without checking with the coach.
- 5.2.6 No swimmer is to go to their parents after an event. They are to go directly to the coach to report their time and to get analysis of their race.

- 5.2.7 No parents should be on the pool deck. Only currently registered members of USA Swimming are permitted on the deck and only if they are working the meet.
- 5.2.8 If you are unable to attend the meet, make sure your swimmer is picked up promptly at the end of the meet.
- 5.2.9 At no time should a swimmer be in the bleachers or viewing stands during his/her session unless he/she has been given permission by the coach.
- 5.2.10 All swimmers participating in the Relay Carnival and Counties meets are required to stay until the end of these meets to support their teammates.

### **5.3 SPECIFIC TO WARD MELVILLE HIGH SCHOOL:**

- 5.3.1 No swimmer is to wait in the upstairs lobby while practice is going on.
- 5.3.2 No swimmer is to enter the gymnasium for any reason.
- 5.3.3 The only area rented by the TVSC is the immediate pool area; and thus, is the only area where we should be found. All swimmers need to stay by the pool area only. Swimmers may not be walking around other parts of the school.
- 5.3.4 There is NO parking in front of the school's entrance way to the building. All parking must be a space. Parking is not permitted along the curb. Please do not block any school buses.
- 5.3.5 During varsity season while waiting for the varsity meet to end and practice to begin all swimmers should be waiting quietly.
- 5.3.6 In the locker room all swimmers should respect other swimmers' property.

### **5.4 SPECIFIC TO SCRAGGY HILL:**

As guests of the Port Jefferson School District and Edna Louise Spears Elementary School, it is important that we abide by their school rules and requests including, but not limited to:

- 5.4.1 Parking is permitted in designated spots only. There is no parking in the front circle of the building or behind the side fence.
- 5.4.2 The only entry to/from the building is from the north side entrance; the parking lot and entrance to the parking lot are from Myrtle Avenue.
- 5.4.3 With the exception of designated doors for entrance into the building. No one should ever open exterior doors to allow entry of another swimmer, even if you know them. The elementary school has a strict access ingress/egress policy. Failure to comply will result in a shutdown of the building and cancellation of practice.
- 5.4.4 All swimmers must be walked to and from the pool by a parent or guardian. Under no circumstances should a swimmer enter or leave the school without proper supervision.
- 5.4.5 The only acceptable path to the pool is through the school hallways. Do not enter the Gym or Cafeteria while on premises.
- 5.4.6 All children 5 years or older must use the gender appropriate locker room.
- 5.4.7 After changing for practice, all knapsacks and personal possessions should be brought by swimmers to the pool deck.
- 5.4.8 There is no available viewing of swim practice at this school. The office in front of the pool is not to be used for watching practice.

- 5.4.9 With the exception of water, there is no eating or drinking of any kind in the school building by swimmers, siblings, or parents. Furthermore, no food or drink should be brought into the building.
- 5.4.10 Folding chairs may be available for parents and siblings. However, these chairs are required to be returned to their storage area before leaving the building.
- 5.4.11 Parents and siblings may stay in the pool area during practice, however, at no time should children be running up and down the hallways or be wandering unattended.
- 5.4.12 Special concerns and/or requests should be discussed directly with the Novice Coaching Staff.

Failure to abide by the above requests has resulted in practice being shut-down by School Representatives. Repeated infractions could result in TVSC losing the use of this pool.

### **5.5 SPECIFIC TO STONY BROOK SCHOOL:**

- 5.5.1 Parking for the Swanson Memorial Gymnasium (pool) is located at the northern portion of the Stony Brook School behind Johnston Hall. The entrance to this parking lot is from Cedar Street to St. Marks Street. No TVSC vehicles are permitted on the campus unless they are in this north parking lot.

TVSC has incorporated USA Swimming's recommended Electronic Communications Policy into this Policy & Procedure Guidebook (see Section 16.0, APPENDIX). In addition to adherence to this electronic communications policy, TVSC also recognizes the prevalence of social media and the impacts same can have on the Club. Therefore, in the event that the Board of TVSC is presented with evidence of social media postings contrary to the electronic communications policy and/or considered to have been posted with the intent for detriment of TVSC by a TVSC swimmer or TVSC parent, then that swimmer's membership at TVSC can be revoked.

**IF THE TVSC BOARD DEEMS MISCONDUCT ON THE PART OF THE SWIMMER, A WARNING WILL BE ISSUED TO BOTH THE SWIMMER AND HIS/HER PARENTS. IF THE BOARD DEEMS SEVERE MISCONDUCT, IT IMMEDIATELY SUSPENDS THE SWIMMER FROM ALL SANCTIONED SWIM ACTIVITIES AND PRACTICES FOR NOT LESS THAN ONE MONTH. MULTIPLE ABUSES WILL RESULT IN EXPULSION FROM THE CLUB WITH NO REFUND OF TUITION.**

## **6.0 TEAM RESPONSIBILITIES**

### **6.1 PARENT TO CLUB**

- 6.1.1 One parent from each family will be required to participate during each *TVSC* home meet, one parent will be required to work a Meet Assignment for one full session each day of the meet, regardless of whether or not their child is swimming the meet. Home meets are fund-raisers for the club; all benefit, all must work.
- 6.1.2 There may be opportunities to assist with committees. Parents are encouraged to help with the yearbook, 8 & Under Championship Meet preparation, Pasta Parties, etc.
- 6.1.3 Any concerns or questions regarding the swimmer or the club should be brought accordingly to the coaches or members of the Board. Communication is a necessity to a well run organization. Concerns should be brought to the Swimmer's primary coach. If not resolved then this concern should be brought to the Head Coach. If resolution can not be achieved, the Board should be contacted.

### **6.2 SWIMMER TO CLUB**

- 6.2.1 Swimmer is responsible for his/her conduct (It reflects not only on the swimmer as an individual, but also on *TVSC*).
- 6.2.2 Attend all recommended practice sessions.
- 6.2.3 If there is a problem bring it to the attention of the Coaches or Board Members.
- 6.2.4 Immediately after swimming an event at a meet, report all times to the Coach.
- 6.2.5 At meets stay in the *TVSC* team area on deck. Check out with the coach to go to the bathroom, etc. The Coach should know where to find you at a moment's notice.
- 6.2.6 Notify the Coach ahead of time if you will not be present at a swim meet or practice session.

### **6.3 CLUB TO SWIMMER**

- 6.3.1 Competitive development and improvement of swimmer.
- 6.3.2 Provide proper supervision at pool site and at meets.
- 6.3.3 Provide information as to what meets and events the swimmer is entered.

## 7.0 PARENT INVOLVEMENT

TVSC asks the parent of each swimmer be as active as possible. The club hosts swim meets in which we ask the parents to work. These meets are held at three times a year: Ann Wycoff Memorial (October), January Joust (January) and Silvers (February/March).

One parent from each family is required to work these meets. These meets are on weekends; the January Joust and Silvers typically include Friday evening events as well. You are required to work as long as your child is still on TVSC, regardless of whether or not he/she is swimming in the meet or absent for a long period of time. Each year our club must bid for these meets. They can generate money for our club, which, in turn helps to defer the cost of tuition. A well run meet helps us secure the meets, for the following year. If you fail to work these meets without getting another parent to take your place, a fine will be imposed for each session. If you fail to pay this fine, your child's swimming privileges will be revoked until the fine is paid. We do not like to impose these fines. We need you.

Parents will be placed wherever needed during a meet. The possible meet assignments are:

1. SEEDING (a.k.a., "Clerk of Course")
2. ADMISSSIONS (a.k.a., "Gate")
3. SECURITY
4. TIMING
5. CONSOLE
6. SCORING (a.k.a., "Computer Room")
7. REFRESHMENTS (a.k.a., "Food")
8. OFFICIATING

### SWIM MEET ASSIGNMENTS

1. **SEEDING:** Responsibilities include organizing each swimmer into their heat and lane; informing coaches of the event currently being seeded; providing a place for swimmers to report to when their event is called so they can be given their heat and lane assignments; getting heats to the starting blocks on time so as to keep the meet running smoothly and keeping order so that the swimmers aren't injured.
2. **ADMISSIONS:** The people on this assignment are responsible for collecting admission from each spectator at the meet. All working club members are exempt from this fee. They will also sell programs and distribute programs to all swim meet assignment heads.
3. **SECURITY:** These parents must make sure that the entire pool area, the upper lobby and the immediate area outside the main doors are safe and free from vandalism. They maintain order by keeping spectators away from the pool deck and starting block area and continually supervise the locker rooms in an attempt to prevent vandalism. They will have the responsibility of ejecting from the meet anyone who breaks the rules or does not conduct themselves in a proper manner. Visible posts throughout the area should be established especially at the admissions table and any other area that handles money. The pool area, locker rooms, and doors leading to the school itself should also be included.

4. **TIMING:** The purpose of a timer is to record every heat of every event so that accurate records can be kept for every participant in the meet. They must be familiar with the stopwatch and the proper procedures for timing a swimming event. Any problems or difficulties should be brought to the attention of the Head Timer IMMEDIATELY. You must start your watch by the flash of the gun or the light of the strobe. Record the times clearly on the Heat Sheet. Make sure the proper swimmer is swimming in their assigned lane. Check the Heat Sheet to make sure it is the correct lane, heat, and swimmer. Make sure the runner picks up the Heat Sheet (with 2 or 3 times recorded) at the end of the heat. Help maintain silence for the starts. Keep other swimmers off the back of the blocks or edge of the pool. Non-swimming children (i.e., siblings and Timers' children that are non-competing at that time) are not permitted on deck.

For all major meets we are required to have two timers for each lane. Anything less than that and an official record will not be accepted by USA Swimming. Usually, for each day we host a meet, there are two sessions. We feel that no one should have to time more than one session per day, unless they choose to do so. Each session needs one Head Timer and two timers per lane. When the electronic timer is not in use (e.g., broken or 25 yard swimming heats), USA Swimming requires three timers in each lane.

5. **CONSOLE:** The people working this assignment are also responsible for maintaining and overseeing the operation of the Colorado Timing System during the meet. This timing system is the most accurate measurement of time in each lane. Event and heat number are properly marked on the readout and given to the runner after every heat.
6. **SCORING:** The purpose is to accurately record and calculate the results of each heat so as to determine the placements of each swimmer in the heat. Runners are responsible for picking up the completed Heat Sheets from the timers at the end of each heat. Pick up the order of finish from the officials and from the electronic clock. Take cards and anything else the official includes to the recording area. The runner should return to the starting block area ready to repeat the procedure.

At the completion of the event the swimmers are to be listed in the order of finish with the fastest time first. A list of swimmers getting awards, along with their official times and club affiliation, is to be delivered to the Awards table so that the appropriate awards can be announced and distributed as quickly as possible. A complete list of all swimmers participating in each event plus their official times and club affiliation must be posted in a convenient place for all to see. If there are high point and/or team awards then the people on this assignment will determine who will receive these awards. It is necessary to provide a complete list of official times for every swimmer for every event and this must be sent by the meet director to Metro within two weeks. Copies of these results must also be sent to any team requesting them.

7. **REFRESHMENTS:** These people are responsible for the planning and acquiring of food to be sold at the swim meets. Food is a very big money making item and will be used to reduce club expenses. Sufficient change should be available to start business. Price signs should be clearly posted.

8. **OFFICIALS:** USA Swimming requires officials to be properly trained and registered with USA Swimming. TVSC swim parents are encouraged to be officials. Officiating is typically a paid position; thus, the opportunity for TVSC to have officials as team parents significantly reduces the overhead for conducting any home meet. Each TVSC parent that is also a USA Swimming official will be required to volunteer two sessions as an official during each meet.

## **MEET DIRECTOR**

USA Swimming has created the position of Meet Director. The Meet Director shall preside over all sessions of a meet to ensure that warm-up sessions are run accordingly and safely and that all safety regulations on deck are enforced. This position may be held by one or more club members. They must be registered with USA Swimming as non-athlete members. The club will pay the yearly Meet Director registration fee for any parent willing to assume the responsibility.

## **ADDITIONAL NOTE TO THE PARENTS**

**TVSC has enough participants to make committees and meets run smoothly. If everyone does their fair share of work, no one will be overburdened. Again, we do not want to impose fines to anyone, we need you.**

**Parents working meet assignments during the meet will not miss seeing his/her child when they swim.**

**During meets, the meet assignments are for the full length of the session, unless otherwise noted on the assignment sheet. If your assignment is complete, it would be appreciated if you would offer your services to another area. Everyone is to remain for the full length of each session that they work. No one is to go home early. Leaving early will result in a fine being levied.**

## 8.0 EQUIPMENT

### 8.1 WHAT EQUIPMENT IS NEEDED?

- 8.1.1 BATHING SUITS -Each swimmer should have at least one swim suit for practice as the team suit is reserved for competition only. One team suit is given to each swimmer per year as part of the tuition. Practice suits can be purchased at some swim meets, on-line or from a local sporting goods store (the latter is difficult during winter season).
- 8.1.2 WARM-UP SUITS OR SWEATS -Some type of a warm-up suit is recommended at meets to be worn in between events to keep the muscles warm. Team sweatsuits are recommended, but not required. Team sweats are available individually through Hobie Swim. One team shirt is provided by the Team at the beginning of the short course season. A team shirt is mandatory during swim meets.
- 8.1.3 GOGGLES -These are not required but most swimmers find them to-be helpful at least during practice to minimize the exposure to chlorine which can irritate the eyes. These can be purchased at some swim meets, on-line or from a local sporting goods store.
- 8.1.4 CAPS -These are not required but most girls find them helpful to keep long hair out of the way during practice and at meets. Many of the boys also wear caps especially at meets to minimize the drag from their hair. Caps also help reduce the exposure of the hair to damaging chlorine. These can be purchased through the team, at some meets, on-line or at local sporting goods stores.
- 8.1.5 TEAM BACK PACK -These are not required, but are great for holding personal belongings at practice and meets. Team back packs are available for purchase through the team at the beginning of the swim season and individually through Hobie Swim.
- 8.1.6 EQUIPMENT REQUIREMENTS
  - a. NOVICE A
    - i. TVSC mesh equipment bag (to be purchased from TVSC)
    - ii. Kickboard (may be purchased from TVSC)
    - iii. Fins (may be purchased from TVSC)
    - iv. Hand paddles (may be purchased from TVSC)
    - v. Pull buoy (may be purchased from TVSC)
  - b. JUNIORS
    - i. Snorkel (may be purchased from TVSC)
    - ii. Old sneakers (must be supplied by Swimmer)

### 8.2 HOW TO CARE FOR EQUIPMENT

- 8.2.1 SUITS -Wash in cool water after each swim. Line dry as the dryer can deteriorate fabric.
- 8.2.2 CAPS -Rinse in cool water after each use. Hang on a door knob where it can dry inside. Powder or cornstarch can be applied to the inside of the cap to keep it from sticking together.
- 8.2.3 LABEL ALL equipment with a laundry marker.

## **9.0 SWIM MEETS**

The coaching staff selects who swims in all meets and which events they will be entered. Meets are divided into several categories depending on the swimmer's age and ability. Some of the meets have minimum time standards. Swim meets are considered sanctioned when they are registered with USA Swimming. These meets satisfy USA Swimming requirements, and all times are official times.

### **9.1 TYPES OF MEETS**

#### **9.1.1 DUAL MEET**

Usually a meet between two local clubs. These meets are usually not sanctioned and it is uncommon for TVSC to participate.

#### **9.1.2 AGE GROUP MEET**

Entry is dependent on the age of the swimmer regardless of the swimmer's fastest time. If a swimmer's birthday falls during a meet, then the swimmer is considered the age he/she is on the first day of the meet.

#### **9.1.3 MINI MEETS**

These meets are for 8 years and younger, or for young novice swimmers to acquaint them with a competitive swim meet.

#### **9.1.4 CHAMPIONSHIP MEETS**

Championship meets are qualifying meets wherein a minimum time is necessary in order to compete. Examples are as follows:

- i. Age Groups
- ii. Silvers
- iii. Junior Olympics (JOs)
- iv. Zone Qualifiers (Zone Quals)
- v. Zones
- vi. Senior Mets
- vii. Setionals
- viii. Super Sectionals
- ix. Junior Nationals

#### **9.1.5 Other meet categories include Trials and Finals.**

If the TVSC Swimmer qualifies for finals, then that Swimmer is required swim their event in finals (regardless of place).

Transportation to and from meets is normally the parents' responsibility; although, on occasion, away meets may be offered with the coaches via bus or van. Parents may bring their own child or car pool with others. Spectators are welcome. An admission fee is usually charged for each spectator. Children under 12 years old are not usually charged. Each session of a meet usually lasts about 4 hours.

## **9.2 SWIM MEET ENTRY**

- 9.2.1 If a Coach feels that an individual should not enter a meet or event because he/she is not ready, abide by their decision. But it is a good idea to check with the coach to be sure a mistake was not made.
- 9.2.2 Meets are continually posted and updated on *TVSC*'s website. It is recommended that you check the website daily for changes. If your child's name is on the posted for that meet, that means your child has been selected to participate in that meet and will be swimming the events listed next to his/her name.
- 9.2.3 If you cannot attend this meet, let the Head Coach know via e-mail before the meet is "closed out" to avoid being charged for entry into the meet. Your child will then be "scratched out" of this meet. If you do not notify the coach a minimum of 24 hours prior to the closing date posted on the *TVSC* website, the child will automatically be entered into the meet, and fees will be taken from his meet account.
- 9.2.4 If your child does not attend a meet that he/she has been entered, you will lose your entry fees and associated surcharge for that meet.
- 9.2.5 If your child gets ill the day of the meet, please contact one of the coaches, or send a message with another swimmer.

## **9.3 VOLUNTEERING AT MEETS THAT ARE NOT STANDARD *TVSC* HOME MEETS**

There are meets which will require parent participation. Most often parent participation relates to timing, but there may be instances where *TVSC* must provide a Meet Marshal or other support.

There are several meets such as Junior Olympics ("JOs"), Zones Qualifiers ("Zone Quals"), Senior Mets, Relay Carnival and Counties. It is not at all uncommon for each team to be required to provide two timers per session.

Distance meets (or events) located at other pools often require the parents to time for their own children.

*TVSC* will occasionally "host" mini meets for its own Novice swimmers. Typically, no other team is invited and it is intended to get the young swimmers accustomed to competing in a more relaxed setting. These meets count as official times. The Novice parents are required to time during these meets.

Similar to mini meets, *TVSC* hosts an annual mile meet and time trial meets. If your child is a participant, then one parent is required to attend and time during the session.

TVSC is one of the largest teams in “Metro”. There is no excuse for TVSC to have difficulty in providing parents to assist at these meets. Feel free to inform the Head Coach prior to these meets if you wish to help. Prior to these meets, an e-mail will be sent to all participants requesting volunteers. In the event that enough volunteers are not forthcoming, the Head Coach will assign these volunteers. Failure to fulfill this duty will result in your swimmer being scratched from the meet.

#### **9.4 HOW TO READ A MEET SHEET**

When your swimmer is entered in a meet, you will want to know several things. What days is he/she swimming? Which events? What time does warm-up start? A meet is usually divided into a morning and an afternoon session. Sometimes these sessions are divided according to age groups and other times by girls in one session and boys in another. This will be stated at the top of the meet sheet by the warm up (W.U.) times. Swimmers are typically seeded from slowest to fastest. Therefore, if your child is the slowest in that event, he/she will swim in the first heat of that event; conversely, if your child is the fastest swimmer in that event, then he/she will swim in the final heat of the event. The swimmer must be at the pool for the beginning of warm-up or they will possibly be scratched from their first few events.

#### **9.5 TRAVEL CODE OF CONDUCT & MEDICAL RELEASE**

The *TVSC Travel Code of Conduct* has been provided in the *Appendix*. Swimmers and parents are required to sign and return the attached before travel meets when chaperoned by TVSC coaches. In addition, a *Medical Release Form* has also been provided on the subsequent page. Further, pursuant to USA Swimming guidelines, TVSC has included USA Swimming’s template forms in the *Appendix* which address bullying, team travel and electronic communications.

## 10.0 QUESTIONS MOST FREQUENTLY ASKED

- 10.1 **ARE PARENTS ALLOWED ON THE POOL DECK?** Almost never. If you need to speak to your swimmer's coach, either arrange to meet with the coach before or after practice or contact the coach via e-mail. *TVSC's* coaching staff e-mails can be found on the *TVSC* website.
- 10.2 **WHAT SHOULD A SWIMMER EAT BEFORE A MEET?** The coaches suggest that a swimmer eat complex carbohydrates. These include foods such as: rice, pasta, plain potatoes, plain cereals, toast, dried beans, corn, fruits, and fruit juices. No sugars should be eaten at all. Swimmers may bring fruit juices, Gatorade, or oranges to swim meets as snacks. It has been suggested that loading up on carbohydrates the day before a meet is helpful. High caffeine/energy drinks are banned by *TVSC*.
- 10.3 **WHAT ABOUT WEIGHT TRAINING?** Weight training performed in a proper manner can enhance the swimmer's training. The age in which a swimmer should begin weight training is variable with each swimmer's growth. In general, it is not recommended for ages 12 years and under. Consult your head coach for other activities that will strengthen your swimmer.
- 10.4 **WHAT IS A CRITERIA TEST?** The Criteria Test is for those swimmers who the coaches feel are ready to move from one Level to another. (e.g. from Juniors to Seniors). This test consists of swimming sets designed by the coaching staff. The Criteria Sets are usually based upon the slowest swimming sets of that higher team's lane. Criteria Tests are given throughout the year, but are most commonly conducted in the months of October and May as the Club transitions into and out of Long Course Season. The Criteria Test is designed to gauge if a swimmer is capable of completing a practice at the next level. Efficient practices are essential to each individual swimmer and the Club as a whole. After the swimmer completes the Criteria Test, the coaching staff decides whether or not that swimmer will be moved.
- 10.5 **WHEN ARE MEDALS AND RIBBONS AWARDED?** If a swimmer has won a medal or a ribbon, the coaches will collect them at the meet; the awards will be put in the swimmer's "mailbox" for him/her to pick up during practice.
- 10.6 **WHO CAN ATTEND BOARD MEETINGS?** The Board meets routinely and any parent can attend the first portion of the meeting. Please notify the President of the Board that you will be coming. All activities such as collecting money for gifts, planning team parties, etc. must be approved by the Board.

## 11.0 TIPS FOR PARENTS

- 11.1 **CHECK THE TVSC WEBSITE** – Information on this website is updated nearly on a daily basis. There is pertinent information regarding practice times, meet schedules, directions, meetings, etc. Many parents and swimmers use the TVSC website as their computers' homepages.
- 11.2 **E-MAIL SERVICE**
  - 11.2.1 TVSC frequently corresponds via e-mail. In the event that there is an e-mail address change, or there is a preference for multiple e-mails, please notify the Head Coach. Otherwise, e-mails will be sent to the primary e-mail listed on the Swimmer's registration.
  - 11.2.2 At no time is e-mail solicitation permitted by team members.
- 11.3 **SWIMMING TERMINOLOGY** -
  - 11.3.1 LONG COURSE OR SHORT COURSE - The swimming season is divided into short and long course meets. The season begins in September with short course meets which are held in 25 yard pools. In the summer season pool size switches over to long course meets which are held in 50 meter pools.
  - 11.3.2 "DQ" - This is an abbreviation for disqualification. A swimmer may be DQ'd for an improper stroke, an improper turn, or entering the water early.
  - 11.3.3 FALSE START - This is when a swimmer leaves the starting block prior to the gun or horn signal. A false start results in disqualification.
  - 11.3.4 "JUMPING" - Is when a swimmer's feet leave the blocks prior to the hand touch of his team member during a relay. This results in disqualification.
  - 11.3.5 RELAY - A relay consists of four team members. In a medley relay, each swimmer swims a different stroke. The stroke order for a medley relay is: backstroke, breaststroke, butterfly and freestyle.
  - 11.3.6 "I.M." - This is an abbreviation for individual medley. In this event the swimmer will be swimming all four strokes; butterfly, backstroke, breaststroke, and freestyle in that order.
  - 11.3.7 "W.U." - This is an abbreviation for warm up which is approximately a one hour period in the water that swimmers "warm up" or loosen their muscles prior to the start of the meet.
- 11.4 Each swimmer should have 3 towels at a meet.
- 11.5 Swimmers should bring a change of clothes to the meet for afterwards because their seats are usually quite damp.
- 11.6 For all outdoor meets, swimmers should bring sleeping bags and have a winter jacket and rain gear in the car in case of sudden weather changes.
- 11.7 TVSC parents usually sit together at meets so we can cheer for our swimmers. The club sells TVSC shirts for parents which helps identify us.
- 11.8 During winter meets it is helpful to layer your clothes because the spectator area can be extremely hot. The same holds for the outdoor meets in the summer because it can get very cold.
- 11.9 No flash photography is permitted during swim meets. Please note that photographs will be taken of our swimmers and posted to the TVSC websites.

## 12.0 SOCIAL ACTIVITIES

- 12.1 **TVSC DINNER DANCE** - This is our club's biggest social event. It usually takes place in late Spring and is held at a nice banquet facility, Team pictures, yearbooks, and individual awards are handed out at this time. All levels of competitive swimmers are encouraged to come. Everyone has a great time!
- 12.2 **TVSC ANNUAL PICNIC** - Our picnic takes place at the end of the summer (long course) season.
- 12.3 **PASTA PARTY / BAGEL BREAKFAST** - Pasta dinners or bagel breakfasts are usually arranged before the Relay Carnival and Counties meets.
- 12.4 **AWAY MEETS** - Away meets provide a wonderful opportunity for the swimmers to compete against other swimmers out of our Metropolitan Swim Area. It is also good experience because the most important meets of a swimmer's career (Zones, Nationals, Olympics, etc.) will be travel meets. The entire family has a great time too!

## 14.0 A SPECIAL NOTE TO THE SWIMMER

**SWIMMERS ARE MADE NOT BORN.** *It is TVSC's philosophy that each swimmer become all he/she is capable of being. However, those that do not make the effort to become all that they are capable of will not be kept. We do not have the room, nor the time to waste on those without initiative. Since the start of TVSC, we have turned down thousands who have tried out. You who were chosen are in the minority. We take only those we feel can do something for themselves and TVSC. Competitive swimming is time consuming, regimented, tiring and not always fun. The pleasure comes from swimming a good time in a meet, achieving a good series in practice, qualifying for a big meet, earning a scholarship, and of course winning medals. To have success takes hard dedicated work. Missing practice, coming late, spending time in the locker room and looking for excuses will only hinder progress. Take whatever criticism is offered by the coaches and do something about it.*

*Set realistic goals and have high aspirations. Some individuals have more innate ability than others, but all can achieve varying degrees of success. Those who do not make the effort are cheating themselves, not to mention letting down their teammates.*

*Work hard, put all you have into each practice and meet, and you will always be a winner. Maybe you won't be first, but you can always achieve better times, which in itself is a victory.*

## 15.0 A SPECIAL NOTE TO THE PARENTS

To have a successful program, there must be complete understanding and cooperation among the parents, swimmers, and coaches. The progress your swimmer makes will depend to a great extent on this relationship.

As parents in the *TVSC* program we will ask you to fully support and encourage your swimmer towards achieving his/her ultimate potential. This means getting your child to practice regularly and on time, providing transportation to competition both away and home, and stimulating interest in your swimmer toward proper daily rest and nutrition.

It is very important that your swimmer's involvement in swimming not represent a chore for you. There are many ways you can become involved in the *TVSC* program. The service you provide stimulates your interest in the club and makes your swimmer's participation that much more rewarding.

Training for competitive swimming is very rigorous. During daily practices the coaches are trying to improve the swimmer's cardiovascular conditioning, stroke technique, and mental preparation for a race.

The younger and less experienced swimmers tend to improve at a quicker pace. This is due to their growth increase and mastering of stroke techniques. The older and more experienced swimmers will not improve as drastically due to their heavier training load, and slowing of their physical maturation.

It is helpful to keep a log book on your swimmer's times. Be sure to record the date of time as well. Do not get concerned if your swimmer does not do their best time since summer or from March. Compare their performance to the same time period of the previous year and never to those of other swimmers.

Swimmers usually do their best when they are rested and shaved. Certain meets are stressed more than others. Therefore, the coaches have certain goals in mind and plan for proper tapering over a long period of time.

The relationship between the coach and swimmer needs to be a very personal one. A two way relationship must exist daily at practice and at meets. Let the coaching staff, as swimming professionals, handle the task they have been contracted to perform.

The lines of communication between coaches and parents are always open. Feel free to speak with your swimmer's coach about problems or suggestions concerning your swimmer. It is very important that you let the coaches know if there is anything they can do to aid your swimmer's progress. Talk to your swimmer's coach after practice or contact them via e-mail to avoid taking valuable time away from the swimmers.

The Three Village Swim Club has an exciting future and we are pleased that you want to participate.

# 16.0 APPENDIX

### **TVSC Travel Code of Conduct**

As an authorized representative of the Three Village Swim Club, Metropolitan LSC, and USA Swimming, I will comply with the following guidelines

1. The possession or use of alcohol, drugs, and/or tobacco products is strictly prohibited.
2. A nightly curfew will be established and observed. Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone.
3. Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals. There is to be no telephone use after curfew and no room-to-room telephone use during afternoon rest time.
4. Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone/coach has granted permission (i.e. for a small group to watch a movie) in which case the door is to be wide open.
5. Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip.

**Violation on any of the above may entail:**

1. Scratching the athlete from the meet.
2. Sending the athlete home at their expense.
3. Recommending disciplinary action from the TVSC Board.
4. All of the above.

I have read and understand this Code of Conduct and by this signature, agree to abide by it.

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Three Village Swim Club  
MEDICAL RELEASE FORM**

Name \_\_\_\_\_ Athlete Cell \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Relationship to Swimmer \_\_\_\_\_

Phone Numbers Home \_\_\_\_\_ Cell \_\_\_\_\_

The swimmer enrolled herein is in good health and has no medical problem that conflicts with their ability to participate in swim practice or meets during the 2014-2015 season. In the event of an emergency, I authorize Three Village Swim Club to attend to any health problem(s) that might occur while attending this swim meet.

I (we) hereby give our permission for \_\_\_\_\_  
to participate in practice and travel with TVSC to local and out-of-town meets throughout the current swim season. Although I expect all reasonable safety procedures to be followed, I will not hold the coaches of TVSC nor any chaperone or volunteer working with or traveling with the group personally liable for any accident which may occur.

Signature of Parent or Guardian \_\_\_\_\_

Allergies to \_\_\_\_\_

Other Pertinent information: \_\_\_\_\_

Medical Card # and Company Name \_\_\_\_\_

Insurer's phone number \_\_\_\_\_



## **Action Plan of Three Village Swim Club (TVSC) to Address Bullying**

### **PURPOSE**

Bullying of any kind is unacceptable at Three Village Swim Club (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **WHAT IS BULLYING?**

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

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

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### **REPORTING PROCEDURE**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

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

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

### **HOW WE HANDLE BULLYING**

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

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

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

#### ***FINDING OUT WHAT HAPPENED***

1. **First, we get the facts.**
  - a. Keep all the involved children separate.
  - b. Get the story from several sources, both adults and kids.
  - c. Listen without blaming.
  - d. Don't call the act "bullying" while you are trying to understand what happened.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a. Review the USA Swimming definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - What is the history between the kids involved?
    - Have there been past conflicts?
    - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
    - Has this happened before? Is the child worried it will happen again?
  - c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - d. Once you have determined if the situation is bullying, support all of the kids involved.

### ***SUPPORTING THE KIDS INVOLVED***

#### **3. Support the kids who are being bullied**

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

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



#### 4. Address bullying behavior

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

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

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



## **Electronic Communication Policy of Three Village Swim Club (TVSC)**

### **PURPOSE**

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

### **GENERAL CONTENT**

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

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

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

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

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

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

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



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

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

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

### **FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES**

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

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

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

### **TWITTER**

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

**Alternative Option:** Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

### **TEXTING**

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

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



## **EMAIL**

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

## **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



## **Team Travel Policy for Three Village Swim Club (TVSC)**

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

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

### **Section 1 - USA Swimming Required Policies**

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

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

### **Section 2 – USA Swimming Recommended Policies**

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

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



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

### **Section 3 - Other USA Swimming Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

#### *Safety*

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



### *Behavior*

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

### *Financial*

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

### *General*

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

### **Code of Conduct / Honor Code**

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

### *Required:*

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

### *Recommended:*

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and TVSO. Athlete behavior must positively reflect the high standards of the club (or LSC).

*For Consideration:*

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - i. Dismissal from the trip and immediate return home at the athlete’s expense;
  - ii. Disqualification from one or more events, or all events of competition;
  - iii. Disqualification from future team travel meets;
  - iv. Financial penalties;
  - v. Dismissal from the team; and/or
  - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- b. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- c. Swimmers are to refrain from use of inappropriate language.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services



**TVSC MEET ESCROW GENERAL FACT SHEET**

General Range of Event Entry Fees	Surcharges Assessed to Meet Escrow Account		Typical Meet Charges Not Paid From Meet Escrow Accounts
	TVSC	Metro and Out of Area Meets	
\$4 to \$6 per event  <ul style="list-style-type: none"> <li>These fees go to the team (or entity [ACSC, Metro, etc.]) hosting the event.<sup>1</sup></li> </ul>	\$6 per session per swimmer  <ul style="list-style-type: none"> <li>This applies to all meets.</li> <li>Established to help off-set Coaches' fees and related travel expenses.<sup>2</sup></li> </ul>	\$1 to \$10 per session per swimmer  <ul style="list-style-type: none"> <li>This Applies to championship meets (e.g., Silvers, Junior Olympics, Senior Mets, etc.).</li> <li>This is a surcharge that is in addition to the TVSC surcharge a meet.</li> </ul>	All Relays  <ul style="list-style-type: none"> <li>Relays typically range between \$4 and \$6 per event (not swimmer).<sup>1</sup></li> <li>TVSC pays for relays from the general fund.</li> </ul>
			Finals  <ul style="list-style-type: none"> <li>Timed Final event entries may be less in cost than a Trial &amp; Final event entry. In either case, the event is charged to the individual swimmer through the escrow account.</li> </ul>
			Time Trials  <ul style="list-style-type: none"> <li>Time Trials typically cost \$5, but can be as much as \$10.<sup>1</sup></li> <li>In all cases, the swimmer pays for time trials in cash during the meet.</li> </ul>

<sup>1</sup>These fees typically vary depending upon the host and/or venue. The meet fees are noted in the individual meet packets that are posted to the TVSC website.

<sup>2</sup>All coaches' fees and related expenses are not covered by the TVSC surcharge. However, the surcharge was established to off-set the majority of these expenses and lessening overall impact to tuition fees. As swimmers become older and improve, they are typically entered into more meets. Thus, the more meets an individual swimmer attends, the more often the swimmer's family is contributing.