

# Kodiak Kingfishers Swim Club, Inc.



## 2019-2020 Handbook

Version 110319

## A Message from the KKF Board President

September 2019

Welcome to another season of the Kodiak Kingfishers Swim Club!

Thank you to all new and returning families for joining and supporting the Kingfishers family. You and your swimmer are joining a great program with a group of dedicated parents, skilled coaches, and enthusiastic kids.

The KKF Board and coaches are preparing for another successful season. **See the website for new practice times!** Swimmers will be placed in training groups according to skill and level of training. We thank past board members Bob Foy, Nicolette Zalweski, and Sharon Fish, for all their time and energy and welcome new board members: Alisa Abookire, Jennifer Hagen, Sena Rogers and Jessica Daem. Returning Board members are: Faith Flerchinger, Lindsey Glen, Nicole Carver and myself, Joe Robinson.

We have some financial challenges ahead of us and we will need your help in tackling these issues in the coming year.

The Board welcomes back our excellent coaching staff. Coach Maggie Rocheleau will be our Head Coach again this year. Tianna Fraser, Heather Hubert, and Naomi Beck-Goodell will all return this year as assistant coaches. The coaches will offer a program tailored to help your swimmer reach his or her personal goals.

We need your help to ensure a great swimming experience for our swimmers. Please read and follow the Parents and Swimmers Code of Conduct. We welcome any constructive comments and new ideas to make this a better swim club. Communicate with us in person, via email, or by leaving comments in the KKF drop box at the pool. The other Board members and I will do our best to make this another enjoyable and successful season.

One major addition to our administration requirements is that from this year onward, we must review and agree to in writing annually, is the Minor Athlete Abuse Prevention Policy or MAAPP. We implemented this program on June 23<sup>rd</sup>, 2019 as required by USA Swimming and AK Swimming, as many of you will remember. This policy has been added to this years KKF Handbook, so you will see it when you read the updated handbook.

Good swimming!  
Joe Robinson  
Board President  
Kodiak Kingfishers Swim Club, Inc.

## **Parents Code of Conduct**

Welcome to the exciting sport of swimming! The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique; many swimming buddies become lifelong friends. Possibly the greatest benefit of participating in an organized swim program are the life skills your child will develop. These skills include time management, self-discipline, and sportsmanship. Your child will reap the benefits of swimming long after his/her participation ends.

Here are the “Ten Commandments for Swimming Parents” to help you and your child succeed in a productive and enjoyable environment. Please keep in mind when reading this that we all tend to forget our children are just that – children and they are learning from our actions or reactions as adults.

1. **Thou shall not impose your ambitions on thy child.** Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes, and don't push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do his or her personal best.
2. **Thou shall be supportive no matter what.** There is only one question to ask your child – “Did you have fun?” If meets and practices aren't fun, your child should not be forced to participate.
3. **Thou shall not coach your child.** You have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side.
4. **Thou shall only have positive things to say at a swimming meet.** If you are going to be at a meet, cheer and applaud, but never criticize your child, a fellow swimmer, or a coach.
5. **Thou shall acknowledge thy child's fears.** Swimming in a meet can be a stressful situation. It is totally appropriate for your child to be scared. Assure your child that the coach wouldn't have suggested the event if your child was not ready to compete in it.
6. **Thou shall not criticize the officials.** If you do not have the time or desire to volunteer as an official, please do not criticize those who are doing the best they can.
7. **Honor thy child's coach.** The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Please don't criticize the coach in front of your child or anyone else.
8. **Thou shall have goals other than winning.** Giving an honest effort no matter what the outcome is much more important than winning. One Olympian said, “My goal was to set a World Record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I was very proud of that swim.”
9. **Thou shall not expect thy child to become an Olympian.** There are 225,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in 4,300. Swimming is much more than the Olympics. Ask your child's coach why he coaches. Chances are he was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport onto others. Swimming builds good people and you should be happy that your child wants to participate.
10. **Thou shall have respect for other parents and swimmers.** Always show respect towards other parents and swimmers. If you have problems or concerns with another parent or swimmer, please let the appropriate personnel handle the situation (i.e. coaches, swim staff, and board members). Inappropriate behavior from swimmers or family members is unacceptable and inexcusable.

**Thank you for being a great parent and a terrific support system for your child. Have a great season!**

## **Swimmers Code of Conduct**

Welcome to the Kodiak Kingfishers Swim Club. You are joining a swimming organization that believes that teamwork, integrity, respect and good sportsmanship are important! Swimmers that make inappropriate choices will be subject to consequences determined by the coaches and the board.

1. KKF team members should be familiar with and abide by the USA Swimming Code of Conduct located in the annual USA Swimming Rule Book ([www.usaswimming.org](http://www.usaswimming.org)).
2. KKF team members will show respect and common courtesies at all times to fellow team members, coaches, competitors, officials, parents, and the public at all times.
3. KKF team members will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities. This includes other visiting pools, hotel rooms, and rental cars during travel.
4. KKF team members 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.
5. KKF team members will demonstrate good sportsmanship during all practices, competitions, and team activities.
6. The possession or use of alcohol, tobacco, any controlled or illegal substance, or any form of weapon is prohibited.
7. KKF team members will refrain from foul language, violence, behavior deemed dishonest, discourteous, disrespectful, or offensive to others.
8. KKF team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Kodiak Kingfisher Swim Club. Athlete behavior must positively reflect the high standards of the club.

## **WELCOME TO KODIAK KINGFISHERS SWIM CLUB!**

This handbook has been prepared to help you and your child succeed in this program. Supporting your child in swimming can be a very rewarding experience. **The more involved you are, the greater the benefits will be.** You may soon find yourself cheering at competitions, timing during meets, or becoming a USA Swimming official. Whatever your role, your child's experience has much to do with your positive support. Please ask questions of your coaches, board members and fellow parents. We are all working towards the same goal: to provide your child with the best possible experience in swimming.

## KODIAK KINGFISHERS SWIM CLUB VISION STATEMENT

To inspire and enable our swimmers to achieve excellence  
in the sport of swimming and in life.

### TEAM GOALS

1. **For the Swimmers:** To support swimmers as they strive to reach their potential; to set and reach realistic goals; and to help them further develop their self-esteem and positive feelings about the sport of swimming and competition.
2. **For the Team:** To promote good sportsmanship, team camaraderie, self-discipline, and physical fitness among the swimmers; promote competitive swimming as a major sport in Kodiak; and to place well in competition as a team.
3. **For the Families:** To provide a family-oriented club experience where the parents can play an active role in their swimmer's and the team's activities and development.
4. **For the Community:** To provide positive direction and a supervised recreational opportunity for Kodiak's youth.

Kodiak Kingfishers Swim Club (KKF) exists, first and foremost, to provide a positive environment for our children's growth in the sport of swimming. Competition plays an important part in that growth. Our goal is to develop our children's abilities and self-confidence as swimmers and as team members. We want them to learn to enjoy and appreciate the sport of swimming and develop strong friendships.

KKF is a member of USA Swimming, Inc. ([www.usaswimming.org](http://www.usaswimming.org)) and Alaska Swimming ([www.akswimming.org](http://www.akswimming.org)). These organizations are the governing bodies for senior and age group swimming across the state and nation. They provide for fair, uniform competition for our swimmers. KKF is open to young people ages five to 18 who are interested in competitive swimming.

### KKF Board of Directors

The KKF Board oversees the administrative functions of the team and supports the coaches in facilitating programs that maintain the team philosophy. The board consists of nine volunteer parent members elected for two year terms annually at the Awards Banquet. **The board typically meets on the third Tuesday of each month at 5:00 pm (check the online calendar) at the Kodiak Community Pool.** Meetings are open to the public. If you would like to add an item to the agenda please contact the president in advance. If you are interested in joining the board this year, please contact the president.

## 2019-2020 Board Members/Corporate Officers

President/Travel	Joe Robinson	942-1222	joemax323@yahoo.com
Vice-President	Faith Flerchinger	512-7777	fflerchinger@gci.net
Secretary	Sena Rogers	954-218-0056	dansenarogers@hotmail.com
Treasurer	Nicole Carver	512-0668	gasrad@gmail.com
Fundraising	Lindsey Glen	942-1483	lindseyglen1@gmail.com
Fundraising Assistant	Jessica Daem	623-256-1422	jessicae.daem@gmail.com
Volunteer Coord.	Alisa Abookire	907-654-4606	alisa_abookire@yahoo.com
Registration	Jen Hagen		hagenjen@hotmail.com
Swim store	Jen Hagen/Sena Rogers		
Meet Director	Vacant		

## Contact Information

Kodiak Kingfisher Swim Club, Inc. mailing address: P.O. Box 2311 Kodiak, AK 99615

Web Site Address: [www.kodiak-kingfishers.com](http://www.kodiak-kingfishers.com)

Visit these websites to see what is happening in swimming across our state and nation:

[www.akswimming.org](http://www.akswimming.org) - Website for Alaska Swimming

[www.usa-swimming.org](http://www.usa-swimming.org) - Website for USA Swimming

## Coaching Staff

The KKF head coach's job is to supervise the entire competitive swim program. Each coach on the KKF staff is dedicated to providing a program for all age group swimmers under the guidelines of USA Swimming.

## Coach's Responsibilities

The coaches are responsible for placing youngsters in training groups based on the age, level of commitment, and ability level of each individual. When it is in the best interest of the swimmer, he/she will be placed in a more challenging training group.

Sole responsibility for stroke instruction and the training regimen rests with the Kingfishers team coaching staff. Each groups' practices are based on sound scientific principles and are geared to the specific goals of that group.

Decisions concerning which meets swimmers will attend will be made on an individual basis and involve input between each swimmer, his/her coach and parents. The coaches make the final decision concerning which events a swimmer will be entered into.

At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will provide feedback regarding the swimmer's performance.

## 2019-2020 Coaching Staff

Head Coach	Maggie Rocheleau	539-2065	rocheleauak@gmail.com
Assistant Coach	Heather Hubert		
Assistant Coach	Tianna Fraser		
Assistant Coach	Naomi Beck-Goodell		
Lessons Coach	Lissa Jensen		

## KKF Lessons and Team Training Groups

The coaching staff will determine placement of a swimmer in a lessons or team training group based on age, ability, commitment, work ethic, maturity, and sportsmanship all in the best interest of the swimmer. The following descriptions are general guidelines for each swim group:

### **KKF LESSONS**

#### **Lessons Level 3**

Swimmers starting this level must have a rudimentary understanding of the Front crawl and Backstroke, be able to swim at least 12-15 yards with a combination of both strokes and sculling, and must be comfortable in the deep end of the pool. Swimmers will be introduced to treading water and to rotary breathing.

Class Goals: Increase endurance and water confidence, introduce the Breaststroke (whip) kick. Improve mechanics of Freestyle and Backstroke. Master treading water and rotary breathing ("breathe and blow").

#### **Lessons Level 4**

Swimmers starting this level should have passed Level 3 of KKF lessons or equivalent. Swimmers will work on improving Front Crawl and Backstroke and will be introduced to actual Breaststroke and the dolphin (Butterfly) kick. Swimmers will learn to dive from the side, come up, and start swimming front crawl stroke or backstroke for 15-25 yards. Swimmers will pass Level 4 Lessons when they can comfortably swim 25 yards with side breathing and can swim 25 yards of backstroke without stopping.

Class Goals: Amplify endurance, study Breaststroke, introduce bilateral breathing for Freestyle, and continue to work on all strokes.

### **KKF TEAM TRAINING GROUPS**

**Puffin** is the beginning level group of developmental swimmers who are comfortably able to swim a minimum of 25 yards front crawl and 25 yards backstroke. Swimmers will learn advanced front crawl stroke and backstroke skills, breast stroke, butterfly, flip turns and diving off the block. Swimmers will be introduced to using the pace clock, pull buoys, and practice sets. This group will focus on enjoying the water, meeting new challenges, gaining endurance, and building confidence in these young swimmers. Swimmers may advance beyond Puffin when they can swim all four strokes and do flip turns. ***Three practices each week are recommended.***

### **Blues**

Is an intermediate level group of developmental swimmers from 1<sup>st</sup> grade thru high school that have a basic command of the four competitive strokes. The swimmer will learn how to persevere in challenging workouts with the help of positive coaching and support from teammates. Extra time will be taken to ensure that a quality stroke is understood and achieved by each athlete. Dives, turns and finishes will all be covered. They are expected to attend **3 practices offered each week.**

### **Advanced Groups**

Swimmers in the Advanced Groups must have at least 2 or more Alaska Junior Olympic times, be willing to commit to attending practices, and be recommended by the Head Coach. Focus is on leadership skills, increased fitness through pool and dryland workouts, and to master stroke technique.

Seniors is our rigorous and highly competitive training team. This group is expected to be committed to united excellence. All members of this elite level squad will possess leadership ability and an unsurpassed work ethic. The swimmer must also be committed to reaching their highest potential on a daily basis. This training group is not for the weak of spirit. A minimum of **90% of all practices offered is required.** Other requirements include: an outstanding attitude and a willingness to be a role model. The *Seniors* training group will include swimmers who desire and are committed to the highest standard of excellence.

Pre-Senior is a committed, elite level of middle school athletes, *11 to 14 years old* that are preparing for the transition from age group swimming to senior swimming. A commitment to **4 out of 5 practices each week** is expected with the older group practicing for more minutes each week. *Pre-Senior* swimmers should have a strong desire to work hard, set goals, and demonstrate leadership abilities among the younger swimmers.

Advanced Age Group is the group for the determined and excited young swimmer who is proficient in all four competitive strokes. Advanced Age Group swimmers will be expected to make a commitment to **4 out of 5 practices each week.** To be a part of this squad is an honor and the swimmer will be required to display a positive attitude towards work and good sportsmanship in and out of the pool.

## **Practice Guidelines**

The following guidelines are to inform parents and swimmers of the coach's policies regarding practice. These policies are designed to provide the best possible practice environment for all. For the swimmers' safety and protection, they should arrive at the Kodiak Community Pool no earlier than 15 minutes prior to their workout time, and should report immediately to the pool deck. They should be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim 5 minutes prior to the start of their practice.

Swimmers should plan to stay the entire practice. The last part of practice is very often the most important.

While on the pool deck, swimmers are the responsibility of the coaching staff. During practices swimmers are never to leave the pool area without the coach's permission.

## Attendance Policies

**Each training group has specific attendance requirements.** As a general rule, the least possible interruption in the training schedule will produce the greatest success.

Failure to consistently attend scheduled practices will result in traveling privileges being suspended. By attending each practice swimmers demonstrate commitment to themselves, to the team, and to the sport.

Whenever possible, the coach should be informed in advance of illness or injury. The coaching staff should be notified of swimmers who will be out of the water for an extended period of time with an injury or illness.

## Pool and Locker Room Rules

**All pool rules must be observed by swimmers and parents at all times.** Swimmer suspension from the club will be considered if the rules are not followed. Remember that we are guests in the Kodiak Community Pool.

- **You are responsible for your own belongings.** Please don't leave valuables in unlocked lockers.
- Swimmers **must** shower before entering the pool.
- Please do not leave a lock on the locker overnight.
- **Street shoes are only allowed in the spectator area.** Swimmers should place their shoes on the racks outside the dressing room.
- No running on the pool deck or in locker rooms.
- Food is not allowed in the pool area. Plastic water bottles only—no glass!
- Hanging on the lane lines is not allowed.
- **Please keep the dressing rooms clean.**
- Avoid unnecessary distraction of swimmers or coaches during practice.
- To maintain USA Swimming insurance coverage, practice or meet viewing is restricted to the bleachers for non USA Swimming coaches, officials, and registered athlete coaching assistants.

## Parent Responsibilities

The Kodiak Kingfishers Swim Club is a family organization - when your swimmer joined KKF, so did you! Parent volunteers are what keep our team running. Parent volunteers serve on the board, run committees, work at swim meets, help fundraise, and get their swimmers to practice on time. Whether you are a Puffin or a Senior parent, you are needed to keep our team healthy and functioning in an orderly, positive way. As a part of KKF, you have the following obligations:

### 1. Stay informed-

- Check your email—we use email to notify parents of upcoming meetings, changes in practice times, unscheduled pool closures, billing, etc. It is important that we have an accurate email address for you.

- Visit the team website or Facebook for updates on meets and travel dates. The calendar is also posted at [www.kodiak-kingfishers.com](http://www.kodiak-kingfishers.com).
- 2. Attend scheduled parent meetings-** Your input is valuable and necessary to a healthy, thriving team.
  - 3. Pay monthly dues, meet fees, and travel fees on time.**
  - 4. Support your child's coach and the team with a positive attitude** - If there is a problem, please discuss it with the coach first, at an appropriate time before or after a scheduled practice or meet.
  - 5. Willingly volunteer to help at home meets and KKF functions.**
  - 6. It is the families' responsibility to notify the coach and treasurer if a swimmer decides to stop swimming.**
  - 7. Please enforce the pool and locker room rules.**
  - 8. Ensure proper behavior and cleanliness in the locker room by your swimmer.**

## KKF Swim Store and Equipment Requirements

A USA approved swim suit, swim cap, and goggles are mandatory for all swimmers who plan to participate in championship meets.

Team suits and caps promote team unity and pride and assist coaches in identifying swimmers at meets.

KKF operates its own swim store. Most of the above items are available for purchase. The swim store is usually open before and after practice. The swim store is on the honor system and purchases are recorded in the log supplied. You will be invoiced on your monthly billing. It is the parent's responsibility to discuss with their swimmer what they are allowed to purchase.

## SWIM MEETS

### Competitions and Strokes

Swimmers compete in groups that are divided by gender and age: 8 and Under, 9-10 Year Olds, 11-12 Year Olds, 13-14 Year Olds and over 15, or Seniors.

The four competitive strokes are (1) Freestyle, (2) Backstroke, (3) Breaststroke, and (4) Butterfly. The Individual Medley (or IM) is a combination of the four strokes and is swum as an individual event (fly, back, breast, free). Relays are a group of four swimmers who either all swim freestyle in the Freestyle Relay or each swim one of the competitive strokes in the Medley Relay (back, breast, fly, free). Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer.

All swim meets have officials watching swimmers for legal starts, finishes, strokes, and turns to make sure that no swimmer has an unfair advantage over another. If a swimmer violates any of the rules they are disqualified (meaning their time and place for that event does not officially count). It is important for swimmers and parents to understand that getting disqualified (DQ'd) happens to most swimmers and should be a time to learn about proper technique and swimming rules.

Both Alaska Swimming (State Times) and USA Swimming (National Times) have established time standards by gender and age. This allows children to compare themselves with their age group

competitors across the country. Parents and swimmers are encouraged to keep a record of times achieved as a means of tracking progress. Time standards can be found at the Alaska Swimming website ([www.alaskaswimming.org](http://www.alaskaswimming.org)) and through the link on the KKF website.

## Home Meets/Time Trials

KKF plans to hold one home meet per month during the swim season. These meets, typically held on Friday evenings and Saturday mornings, offer swimmers a chance to challenge themselves to beat previous times and meet personal goals.

Information about upcoming meets will be posted on the bulletin board at the pool and on the KKF web site. An email will also be sent out notifying families of deadlines to enter meets.

Swimmers will need to sign up for these meets with their coach.

It takes 20-25 parent volunteers to run each home meet. Without parent volunteers, KKF is unable to successfully hold meets. Help is needed in setting up prior to the meet, hauling chairs and tables, moving out timing equipment, posting heat sheets, timing, officiating, keeping swimmers together in their groups ready for their next events, and taking down after the meet is over. Please plan on being involved with these exciting and fun meets. And remember to dress lightly; it's hot at the pool!

## Off-Island Non-Championship Meets

**Non-championship meets are represented by KKF as a group. The group should travel together when possible and the travel will be coordinated through the KKF Board if KKF can get reduced airfare for the trip. Parents and swimmers should communicate with the coaches and the Board if they would like to attend these meets. Please refer to the calendar to view the current off-island meet schedule ([www.kodiak-kingfishers.com](http://www.kodiak-kingfishers.com)) Off-Island travel with the Kingfisher Swim Club is a privilege.**

**In order to travel with the team if a team rate is available, a swimmer/family must:**

- coordinate travel through the KKF Board (not the airlines) unless you are paying your own ticket.
- be in good standing with all team accounts (dues, travel, fundraising)
- have met the required attendance policy as outlined in the Kingfisher Handbook
- commit to participation during the entire meet (swimmers may not scratch events)
- complete all release forms prior to the trip

The deadline to sign up for an off island meet is 3 weeks prior to the scheduled meet, and payment is required within the next billing period. Deadlines will be listed on the calendar, on the web site, or emails will be sent out prior to the deadlines. Notices will be emailed with travel, flight, and hotel info. Parents and family members are encouraged to travel with their swimmer; however, they will be responsible for their own hotel and car rental arrangements.

In signing swimmers up for off-island meets, parents are committing to payment of **100%** of all travel costs. Please note that meet entry fees are non-refundable.

## In-State Championship Meets – Great Alaska Open / Age Group Championship / Junior Olympics

**In-State Championship meets are represented by KKF as a group for the Great Alaska Open, Age Group Championship, and Junior Olympics.** These meets require qualifying times. If a swimmer qualifies to travel to a championship meet the parent or guardian of that swimmer is required to travel as well. If a parent or guardian is unable to travel it is their responsibility to find an adult companion for that swimmer for the length of the trip. The group will travel together and the travel will be coordinated through the KKF Board only if a reasonable discounted rate can be secured by the Club.

## Out-of-State Championship Meets – Age Group Sectionals / Senior Sectionals

**Out-of-State Championship meets are represented by KKF as a group for Junior and Senior Sectionals but travel will NOT be coordinated by the KKF Board.** These meets require qualifying times. If a swimmer qualifies to travel to a championship meet, a parent or guardian of that swimmer is required to travel as well. Travel will be arranged by the parents for these meets.

### Kodiak Kingfishers Swim Club Travel Policy

1. Kodiak Kingfishers travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
3. 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).
4. 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.
5. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender.
6. 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).
7. A copy of the KKF Swimmers Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
8. KKF coaches will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
9. 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.
10. 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.
11. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the KKF Board and the parent or legal guardian of any affected minor athlete.

**12. To be eligible for travel reimbursement from AK Swimming, your swimmers travel receipts MUST be turned into the KKF Travel Coordinator or designee within 7 days of the travel.**

**Kodiak Kingfishers Swim Club Travel Chaperones**

The provision of chaperones for any off island meet is at the discretion of the KKF Board and will be on a meet by meet basis. **All chaperones must be members of USA swimming and have a USA Swimming administered criminal background checks.** Chaperoning provides parents an opportunity to assist the team, get to know other swimmers on the team, and to better understand swim meet procedures and events. It is an important job that must be undertaken by KKF adult members. The chaperone's primary job is to be responsible for each member of his/her group of swimmers and uphold the KKF travel policy. If you are interested, contact the volunteer coordinator.

**KKF FEE STRUCTURE**

Kodiak Kingfishers swim team is a non-profit organization run by volunteers. The coaches are paid staff. Primary expenses of the club include coaching salaries and related expenses (taxes, insurance), operating expenses (computer, meet supplies, pool supplies, and home-meet coaching costs), and travel and accommodations for coaches and swimmers for off island meets. Individual meet fees are paid for by swimmer families. Primary income source for the club include monthly dues and fundraising. Active participation by all team members, whether traveling or not, serves to support the team financially, provide opportunities for team building and promote camaraderie amongst all members of the KKF family.

*New swimmers: all fees are refundable if after a one week initial trial period, you and your swimmer decide not to join KKF.*

**KKF Registration Fee**

A \$25 per first swimmer or \$50 per family registration fee will be charged each year. Please note that this fee is non-refundable, except in the case of the initial one week period.

This registration fee covers administrative costs that the team incurs over the year as well as:

- Software/hardware required to manage the team and meets – Team Unify software, timing system, scoreboard, stopwatches, clipboards, etc.
- Team awards- ribbons, medals, trophies, swimmer incentives
- Annual Spring Banquet

**USA Swimming Fee**

This annual fee is due at registration for all athletes, coaches and officials who wish to participate in USA Swimming approved activities. Benefits of membership include:

- Competition and instruction
- Excess accident and liability insurance—covers all USA Swimming sanctioned activities
- Subscription to Splash Magazine—provides news, interviews and profiles of elite athletes, posters techniques, and tips
- Opportunity to participate in USA Swimming sanctioned meets
- Represent KKF at local, state, sectional, zone, and national meets
- Opportunity to work with professional, safety-trained swimming coaches
- Eligibility for Scholastic All-American Program
- Eligibility to become a USA Swimming certified Official

- Complimentary rule book for non-athletes

### **2019-2020 USA Swimming Fees**

Athlete	\$82.00
Non-Athlete	\$82.00

### **Dues and Service Hours**

Every family will receive a monthly invoice via their Team Unify account email indicating dues owed for each swimmer, as well as any outstanding travel or meet fees. Dues are payable as soon as a bill is received and will be considered delinquent, incurring a **\$10 late fee, if not paid by the 10<sup>th</sup> of each month**. Please use a credit card, mail a check to Kodiak Kingfishers at PO Box 2311, Kodiak, AK 99615, or place a clearly labeled envelope in the KKF dropbox located at the Kodiak Community Pool.

Full month dues are charged for any portion of the month a swimmer is at practice or a meet. Dues may be prorated on an individual basis due to extreme circumstances. The member must come to a monthly board meeting to make an official request in person. KKF does not adjust monthly dues for Christmas vacation or spring break.

**It is the families' responsibility to notify the coach and treasurer if a swimmer decides to stop swimming. Without notification you will be responsible to pay dues as billed.**

<u>Group</u>	<u>Monthly Amount</u>
Puffin	\$75
Blue	\$85
Advanced Age Group	\$110
Senior	\$130

\*Kodiak Kingfishers will extend a discount of 10% on monthly dues to families with more than one swimmer in the same family. The swimmer in the most advanced group will be charged full price with the 10% discount extending to the remaining swimmers in the same family.

### Scholarships

Scholarships to cover some of the costs related to monthly dues and/or travel to meets will be considered on a case by case basis. If your family, or someone you know, is in need of assistance, please feel free to contact the club president. **All scholarships are confidential.**

### Mandatory Service Hours

Each family will be responsible for completing 10 hours of service each swim season. **For each hour not completed, your account will be charged \$20.00 in May of each season.** Service hour opportunities will be posted on the website and will be communicated prior to each event. Because of the online signup available jobs will be reserved on a first-come, first-served basis. All members will be informed electronically when sign-up is open.

### **Fundraising**

Kodiak Kingfisher's Swim Club (KKF) is a non-profit organization. Dues alone do not cover all of our expenses, so we must rely on fundraisers to make up the difference. Almost a third of the

team's income is derived from fundraising. Fundraising also builds team identity and cohesiveness, provides mentoring and leadership opportunities for Senior and Junior swimmers, and promotes camaraderie amongst swimming families.

KKF requires each swimmer to participate in all fundraising events offered. Each family will be responsible for a set number of tickets to sell at each fundraiser. Tickets not sold will need to be purchased by the family.

Fundraising dollars are used to purchase/provide:

- coach salaries
- coach and chaperone travel
- Equipment i.e. lane lines, kickboards, pull buoys, etc.

#### Travel Fund

Your swimmer is expected to participate in fundraising events. Swimmers may use those funds raised to pay up to 50% of their travel ticket (Ferry or Airplane) for off-island meets. Receipts must be turned into the KKF Travel Coordinator or designee within **7 days** of the travel. Fundraising balances for the current season (Sept-Aug) will not be carried forward to the next year and will be allocated back to the club.

#### Alaska Swimming Travel Reimbursement

AK Swimming partially reimburses KKF for travel (air, boat, car) to the Senior Championship, Age Group Championship, and Junior Olympics. The amount of the reimbursement depends on the total number of swimmers applying for reimbursement statewide. **To be eligible for travel reimbursement from AK Swimming, your swimmers travel receipts MUST be turned into the KKF Travel Coordinator or designee within 7 days of the travel.** KKF will receive a single check from AK Swimming which will be distributed to eligible travelers when available (usually 1-2 months after the submission).

## **KKF Electronic Communication Policy**

The Kodiak Kingfishers 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 KKF acknowledges the value of these methods of communication, KKF also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

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. Electronic communication should not contain or relate to drugs or alcohol use, sexually oriented conversation, sexually explicit language, sexual activity, the adult's personal life, social activities, relationship or family issues, personal problems, or inappropriate or sexually explicit pictures. Any communication concerning an athlete's personal life, social activities, relationship, or family issues or personal problems must be transparent, accessible, and professional.

## **Methods of communication**

Coaches and athletes are not permitted to “private message” each other through Facebook, Snapchat, Instagram or other types of social media. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. Texting only shall be used for the purpose of communicating information directly related to team activities. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

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.

## **Website/Facebook/Email**

The team maintains a website and Facebook site that are updated periodically and contains information about the team, meets, events, coaches, board members, and more. The address is [www.kodiak-kingfishers.com](http://www.kodiak-kingfishers.com). The team uses email to inform families of upcoming important dates and team announcements from the coaches and board of directors. Make sure you and your swimmer read the contents of the emails when they are sent so that you can stay current with KKF information and activities.

## **Communicating with the Coaching Staff**

Listed below are some guidelines for parents when raising concerns about the coach’s policies or coaching philosophy:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group.
- Discuss the matter first with the coach. If the coach cannot satisfactorily resolve your concern, then ask that a board member join the dialogue as a third party.

## **KKF Bullying Policy**

Bullying of any kind is unacceptable in KKF and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. KKF 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 KKF Bullying Policy and Action Plan:**

1. To make it clear that KKF 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 define how bullying should be reported.
5. To be clear that KKF 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:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. 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 her or his parents;
- Talk to a KKF Coach or Board Member;
- Write a letter or email to a KKF Coach or Board Member;
- 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.

## **KKF response**

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

## **KKF Procedure**

1. KKF will get the facts.
2. KKF will 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.
3. KKF will support the kids who are being bullied by listening and focusing on the child.
4. KKF will work with coaches and parents to protect the bullied child.
5. KKF will address bullying behavior as a club.

6. KKF will support bystanders who witness bullying.

## MAAPP

### Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO: • All USA Swimming non-athlete members and adult athlete members; • Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.); • LSC and club adult staff and board members; and • Any other adult authorized to have regular contact with or authority over minor athletes. Collectively “Applicable Adult(s)”

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

ONE-ON-ONE INTERACTIONS I. Observable and Interruptible One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances. b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting. c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that: a. The door remains unlocked; b. Another adult is present at the facility; c. The other adult is advised that a closed-door meeting is occurring; and d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions [Recommended] Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS I. Content All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete’s legal guardian must be copied. If a minor athlete

communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL I. Local Travel Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete. c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

**LOCKER ROOMS AND CHANGING AREAS** I. Requirement to Use Locker Room or Changing Area The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods: a. Conducting a sweep of the locker room or changing area before athletes arrive; b. Posting staff directly outside the locker room or changing area during periods of use; c. Leaving the doors open when adequate privacy is still possible; and/or d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

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

**MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES** I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g.,

stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

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

III. Additional Minor Athlete Requirements a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club. b. Legal guardians must be allowed to observe the Massage. c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room. d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

## KKF Racing Starts Policy

The KKF swim club will abide by the USA swimming Racing Start Policies. KKF will maintain records of certification for each KKF swimmer.

### *USA Swimming Safety Notice to All Member Clubs and Coaches*

In its experience, United States Sports Insurance Company (“USSIC”) has observed that the greatest risk of serious head injury in swimming occurs in connection with teaching racing starts. In response, USSIC engaged Indiana University to conduct a racing start study. Several important observations from that study are:

- A swimmer who is told to dive straight down with arms at the side may well have sufficient head velocity at a six-foot depth to cause serious injury.
- Racing starts from the side of the pool are typically no more shallow than racing starts off the starting blocks.
- Experienced swimmers can always control the depth of their racing starts (unless they are trying a new technique). Most, but not all inexperienced swimmers can control the depth of their racing starts.

USA Swimming has taken the following steps in response to these observations:

- The American Red Cross Safety Training for Swim Coaches Manual and training course have been modified to emphasize the importance of appropriate safety measures in teaching racing starts, including the use of a proper progression for novice swimmers and the elimination of any technique that involves diving with arms at the side, over sticks, or through hoops, unless that technique is performed in a diving well. The revised version of the Safety Training for Swim Coaches Manual is now available. It can be found at [www.usaswimming.org](http://www.usaswimming.org) . (See Chapter 2: Head-first Entries and Racing Start Safety.)
- Effective May 1, 2009, USA Swimming’s Board of Directors has modified the racing start rule, 103.2.2 (which already provides that racing starts should only be taught in at least six feet of water) to further clarify that racing starts should only be taught under the direct supervision of a USA Swimming member coach, and to expand the definition of teaching

racing starts to make clear that no swimmer who has not been certified as proficient by his or her coach should be performing racing starts into less than six feet of water (revised Rule 103.2.2 is attached).

- The certification process is described on the Racing Start Certification Checklist which was also approved by the Board. That document requires that for swimmers age 10 years and under or swimmers with less than one year of experience, the coach must certify that the swimmer has been trained according to the progression set forth on the form. (That progression is based on the revised Safety Training Manual). For older or more experienced swimmers, the checklist requires the coach to certify appropriate skill level based on the coach's observation. The required certification is based on the coach's professional judgment and must be recorded in writing for each swimmer. The Racing Start Certification Checklist and a FAQ document regarding that checklist are attached.

### *USA Swimming Safety Notice to Parents*

To avoid risk of serious injury, no swimmer who has not been properly trained should attempt to perform a racing start, from either a starting block or the side of the pool, into less than six feet of water.

USA Swimming has implemented a racing start certification program where a swimmer's coach documents his or her professional judgment that a swimmer has demonstrated sufficient skill to safely perform a racing start into four feet of water.

Although somewhat unusual, swimmers do not always participate in swimming competitions under the supervision of a certified coach. It is the parent's responsibility to make sure the swimmer does not attempt to perform a racing start in less than six feet of water if the swimmer has not been properly certified by the swimmer's coach to do so.

### **KKF Concussion Policy**

The KKF swim club will abide by Alaska State Laws regarding traumatic brain injuries in student athletes (AS 14.30.142).

KKF swim club will provide training to coaches and information to parents and swimmers regarding the nature and risks of concussions and other traumatic brain injuries.

A student who is suspected of having sustained a concussion or other traumatic brain injury during a practice or meet shall be immediately removed from the practice or meet.

A student who has been removed from participation in a practice or meet for suspicion of concussion or other traumatic brain injury may not return until the student has been evaluated and cleared for participation by a licensed health care provider who has received training in the evaluation and management of traumatic brain injuries, including concussions.

**THANKS FOR BEING A Kodiak Kingfishers FAMILY! Have a great season!**