



MLAC Club Handbook

2022-2023 Season



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Dear Mt. Lebanon Aqua Club,

Welcome to the 2022-23 swim season! First, let me start by thanking you for your care and commitment to the Mt. Lebanon Aqua Club. There are countless people working behind the scenes for the benefits of our athletes. It takes dedication, hard work, and serious investment of time to keep Mt. Lebanon Aqua Club running. Our organization is successful because of people like you. The impressive successes are a direct result of our collective effort: thank you doesn't begin to do it justice, but please know your efforts are valued and appreciated.

I believe success comes from focusing on the process, not the result. The Mt. Lebanon Swim Club is performance minded and process driven. School will teach you about books, how to pass a test, and give you knowledge and how to succeed, but swimming teaches you about life.

As a parent of two kids, I understand the competitive nature of youth sports. Everyone wants to win, and they want to win NOW! As parents, there are times we judge ourselves by how our kids rank versus other kids. When I feel like doing this, I ask myself (wife), what is this going to mean for my child five years from now?

Our mission is to develop an all-around swimmer no matter the level. Volume, training intensity, and weight training all can wait. Our goal is to have our athletes swimming their fastest as they leave the Mt. Lebanon Aqua Club. This is not an easy task, nor do we always achieve this goal, but this is the perspective we take when we think about each athlete's group assignment, time in the water, skills learned, etc. Athletes at young ages need to enjoy the sport for the sport itself, acquire the skills that will serve them as they age, develop a great attitude about the sport we love, create lasting relationships, and embrace how to do things the right way.

It is our goal at Mt. Lebanon Aqua Club to be the best youth sports organization in Mt. Lebanon. We want to be a community club with a national presence. We want to help everyone in Mt. Lebanon and surrounding communities learn to swim, and we want our athletes to strive to be the very best. Your support allows us to live this vision. So, thank you again for your support, we look forward to working with you and your athlete during this exciting time. Go LEBO!

Tom Donati

Head Coach

MLAC Mission Statement

We inspire our swimmers to be champions in life through perseverance and discipline while building confidence, self-esteem, life-long friendships and fond memories in a safe and supportive environment.



Welcome to the 2022-2023 MLAC short course season!

Our coaches and Board are thrilled to offer opportunities for each of our fish groups with registration opening on Monday, August 15 for practices for the time frame from 9/6/2022 through 7/28/2023.

MLAC will continue its commitment to provide quality swim development and practices for our swimmers. We ask for your continued patience and flexibility during this season. Our Board continues to stay engaged with USA Swimming, Allegheny Mountain Swimming, and our governing bodies. We are continually planning and adjusting based on current information, requirements, and conditions, and our priority remains keeping our swimmers in the water at a reasonable cost. Our coaches and Board also please ask for your continued commitment to MLAC and MTLSD COVID protocols so that our swimmers can continue their practices in this uncertain time.

The Board is committed to supporting our families who have been economically impacted by the pandemic. The Club has funding from the USA Swimming Foundation to provide scholarships for swimmers who demonstrate financial need. For more information, please contact the MLAC President, [Jesse McBurney-Rebol](#) or the VP Membership, Audria Stubna (audria@mlacswimming.com)

The following pages contain important information from the “dry” side of the club, including answers to frequently asked questions: payment to the club, financial account policies, Electronic/social media policies, travel policy, bullying policy, and service requirement information. You can also find MLAC Bylaws, standing rules, code of conduct, Safe Sport and MAAPP, electronic communication policy and bullying policy, and FAQ page located on the MLAC website.

The information in this document may change at any time due to changing information and safety requirements.

We look forward to another exciting year with incredible coaching and great swimming! Thank you for being a part of Mt. Lebanon Aqua Club!



BILLING AND PAYMENT INFORMATION

The information below is the dues structure based on the swim group. However, due to the uncertainty caused by Covid-19, the dues and information in this section may change throughout the year. The club will be continually adjusting dues and scheduling to make best use of the available facilities following the guidelines put forth by USA Swimming, Allegheny Mountain Swimming, and our governing bodies.

- Monthly fee is nonrefundable due to weather conditions, personal quarantines, illnesses, travel, scheduling, or other personal issues.
- Please see the Financial Account Policies section for more information.

The information below is the dues structure based on the swim group. Dues are set annually for the MLAC membership year which begins September 1st and ends August 31st.

Upon registration, a NON-REFUNDABLE deposit of **\$250** is due.

YOU ARE REGISTERING TO JOIN THE MT. LEBANON AQUA CLUB
FOR **ONE YEAR** (September 2022 - August 2023)

Two different payment options are offered: once per year and an installment plan. The installments are due monthly from October through May. If you are choosing to pay through installments, billing will begin October 1st and membership is required to be paid in full by the month of May. The commitment at registration is for the full payment of dues regardless of payment plan chosen at registration.

Unpaid dues will result in the inability to enter swimmers into competition.

MLAC Dues 2022-2023
(includes non-refundable **\$250** registration fee)

Stingray \$1085: \$250 + 6*139.16/installment

Dolphin \$1185: \$250 + 6*155.83/installment

Marlin \$1664: 250 + 6*235.67/installment

Shark \$1927: 250 + 6*279.50/installment

1. Meet Fees and athlete surcharges are the responsibility of each Member and are not included in dues.
2. MLAC holds various fundraisers throughout the year which are important to the financial commitments of the club.
3. When swimmers participate in AMS/USA Swimming sanctioned meets, meet entry fees (per event) and athlete surcharges will be applied to the member's account and must be paid by credit card on file.



4. Please see the Financial Account Policies section for more information.

Payment Methods

- A. Credit card—**MLAC requires a valid credit card on file on the website according to our bylaws.**
- B. Credit card information should be updated promptly in the event of a declined, expired, or stolen credit card (see account standing information).



Meet Entry Fees, Athlete Surcharges, and Miscellaneous Fees

- A. All fees must be charged to the credit card on file with the MLAC system. Please update credit card information with any changes promptly to maintain an account in good standing.
- B. Meet entry fees and athlete surcharges at the deadline of meet registration are the responsibility of the family regardless of attendance or performance at the meet.
- C. Meet fees incurred for a scratched event or missed event are the responsibility of the family.
- D. Miscellaneous fees will be charged to credit card on file for items such as but not limited to private lessons, special gear orders, extra banquet guests, and equipment purchases through the club. Such fees will have a description in the account to identify the purpose and are the result of a member's choice to purchase.

Family Service Requirements

- A. The family service requirement page in this handbook contains further explanation of requirements.
- B. Failure to participate in required family service requirements will result in a \$500 charge assessed after the final service opportunity of the long course (outdoor) season.
- C. Online registration contains information on family service requirements so that each family is aware at time of registration of their service commitment.
- D. Requirements may be prorated for late registrants (after September) based on the number of weekend hosted meets remaining in season. Member should discuss their requirements with VP Membership at time of registration.
- E. Families assessed with the family service requirement charge will not be allowed to register for next season until the charge is paid in full. If there is a dispute after the next season begins, participation will be suspended until resolved.



Account Standing

A. Current/Good Standing Accounts

- Account is paid in full on due dates, date of meet fee charge or miscellaneous fee charge
- Account is in compliance with formal Outreach agreement/waiver
- Account is in compliance with formal Scholarship agreement/waiver

B. Late Accounts—No payment received on 1st of month

- Expired credit cards and/or processing errors with the credit card on file may create a balance due in the account.
- Families will receive email within 20 days to notify them for prompt payment to return their account to good standing.
- Families with a balance due for more than 30 days will not be allowed to register for additional meets or register for private lessons until the account is paid in full.
- Families with a balance due at the end of the registration season will not be allowed to register for next season until the prior balance is paid in full.
- Families may contact MLAC President and/or VP Membership to apply for Outreach program or Scholarship by the end of the month to maintain good standing.



Scholarship/Outreach Program

Families in special circumstances and/or financial need may contact MLAC President and VP Membership to apply for reduction of dues by scholarship (if budget allows).

- A. Up to 70% of dues waived after the \$250 registration fee based on need, scholarship budget, and Board approval. If an alternate payment plan is approved by the Board, all dues paid by the member must be paid in full by June 30.
- B. Scholarship does not cover the team registration fee of \$250.
- C. **Equipment:** Family is responsible for purchase of all equipment (i.e. goggles, training group required equipment such as fins, paddles, etc.) and practice and team suits. Replacement of lost/damaged equipment is the responsibility of the family.
- D. **Meet Entry Fees:** The meet fees and athlete surcharges are the responsibility of the family and will not be covered by MLAC.

Families can apply for Allegheny Mountain Swimming (AMS) Outreach program for reimbursement of meet fees by AMS. AMS reimburses Outreach members for meet fees, but athlete surcharges are the responsibility of the family. Meet fees are only reimbursed for completed events after application is submitted in a timely manner. Further restrictions may apply for reimbursement. For more information, see amswim.org, Committees, AMS Outreach Membership Information.

- E. Families with scholarship assistance must still fulfill the annual Family Service Requirement.
- F. Travel meets and expenses (outside of AMS) are the responsibility of the family excluding any extraordinary MLAC/AMS reimbursements outside of AMS Outreach program (such as Olympic Trials).
- G. MLAC reserves the right to terminate any and all scholarship assistance at any point during the fiscal year due to extreme financial crisis of the club. MLAC will give a 30-day notification to the recipient before removal of scholarship assistance.
- H. For unforeseen circumstances that may require short-term or unexpected need, please contact the Board President who will present it to the full Board for consideration.

Expectations of Recipient and Family:

- A. Provide documentation of financial need for significant dues reduction. See Eligibility section for details.
- B. Accrued charges (meet fees, miscellaneous fees, etc.) in a swimmer's account must be paid each month. Account must remain in good standing with a valid credit card on file.
- C. Family is expected to participate in all team functions including fundraising.
- D. The family has the same service obligations according to the oldest swimmer's fish group. If service obligation is not met, the \$500 fine will be assessed to the account and the entire award will be owed back to MLAC.
- E. Swimmer(s) are expected to commit to the practice standards set by the coach of the roster group of the swimmer(s).
- F. Swimmer must remain in good standing with the program. Violations to MLAC's code of conduct and bullying policies (i.e. unsportsmanlike conduct and/or conduct detrimental to MLAC) by either recipient and/or family shall be grounds for removal of financial assistance.
- G. Failure to complete service requirements will result in removal of scholarship in subsequent years, and registration will be delayed until balance due is paid.



Eligibility for AMS Outreach Membership:

Proof of Financial Need

- A. Applicant's family must qualify for Free or Reduced Price lunches through the National School Lunch Program (NSLP).
 - 1. Provide a letter from the school district verifying participation in the Free NSLP Lunch Program for the current/upcoming school year.

Application:

- A. Please contact VP Membership, Audria Stubna, at audria@mlacswimming.com for application form.
- B. Provide Proof of Financial Need as stated in the Eligibility section for significant dues reduction.
- C. All information provided will be reviewed by the Head Coach and Board of Directors and will be kept confidential.
- D. Scholarships are awarded for the current swim season only. An application must be submitted for each new full year season (September — August).



CANCELLATION AND REFUND POLICY

Refunds of membership dues are given only with a confirmed medical excuse that specifically prohibits swimming from a physician or relocation out of the South Hills area.

Withdrawal/cancellation must be made with written notice to the President within thirty (30) days from the team member's first scheduled practice (first available practice after registration).

Refunds of dues or release of obligations for any other reasons requires written justification provided to the President and will require unanimous approval of the MLAC Board of Directors. The financial obligation for the season remains following the 30-day trial period (the \$250 registration fee is nonrefundable).

Outdoor programs and practices are not canceled in the event of inclement weather except for thunder or lightning.

No refunds are given due to canceled or missed practices.

PRIVATE LESSONS

Private lessons are not available at this time. The policies listed below will be in effect when lessons are available.

Some MLAC coaches may offer private lessons at the indoor pool during the registration year. Swimmers may sign up for private lessons using the email on the website.

Payment is made directly to the coaches at the coaches desired fee. A signed waiver is required before the first private lesson is conducted. The waiver is valid for one program year (September 1 - August 31).

USA Swimming members non-MLAC have to pay a fee to MLAC. This fee is in addition to the coaches fee.



Family Service Requirement Information

The Mt. Lebanon Aqua Club (MLAC) is a parent-run organization. We need everyone to help run the day-to-day business of the club, and host meets and events throughout the year. The MLAC Standing Rules outline opportunities that are available annually some of which are service outside of hosted meets. Your requirement is determined by your oldest swimmer's fish group. Families with multiple swimmers have only to complete the requirement for their oldest swimmer's fish group.

Stingrays: 3 credits/points per family per year
Dolphins, Marlins, Sharks: 4 credits/points per family per year

Sessions worked will be tracked in your account on the system. When arriving for a position at an event/meet, the Regular Family Member must check in with the proper person so that credit can be accurately counted. The credits earned will be updated after completion of each meet. It will be the Regular Family Member's responsibility to verify sessions worked and make sure that they earn the required 3 or 4 sessions.

Should a regular member family fail to earn the 3 or 4 credits/points within a registration year, they will be charged **\$500** which must be paid in full prior to registering for the next registration year. Requests for exemption may be brought to the MLAC President and Board of Directors for review **within 14 days of current year registration**.

If you choose not to work some of or all the required credits, you may opt out by paying the \$500 upfront at the beginning of the year at registration. If you are interested in this please email Audria@mlacswimming.com.

For late registrants after September, the service requirement may be prorated based on the number of meet sessions remaining in the season at the time of their registration. This schedule changes from year to year. Contact the VP Membership for clarification on the requirement remaining at time of registration.



Meet Service Opportunities

Older athletes in need of community service hours for school, church, etc may serve as a meet worker to fulfill their community service needs as well as their member family obligation. The Meet Director will be the official signatory for community service paperwork.

Position	Position Description	# of position PER SESSION	Requirements
Admin Assistant	<ul style="list-style-type: none"> > Location: Pool entrance > Job: Promptly arrive to check-in coaches, officials, and volunteers and verify DeckPass credentials for coaches and officials; distribute Positive Check-In sheets to coaches for their teams (if necessary); hang results along wall; place award labels on ribbons and distribute ribbons to team baskets; assist in breakdown of meet session > Movement: Sitting & walking > Age: 18 & up 	3	
Dak Operator	<ul style="list-style-type: none"> > Location: Admin table > Job: Run the timing system with assistance of the Admin Official and Meet Manager operator; repetitive pressing of store/print, reset, next at the end of each race; must monitor swimmers in the water for empty lanes and missed touches/turns > Movement: Sitting > Age: 18 & up 	2	> Ideally, previous experience as a Dak Operator is preferred.
Finish Judge	<ul style="list-style-type: none"> > Location: Pool deck > Job: Record the lane finishes for each heat; record either fastest/slowest time of heat > Movement: Mostly sitting - must move between shallow/deep when events change distances > Age: 14 & up 	4	



Position	Position Description	# of position PER SESSION	Requirements
Head Timer	<ul style="list-style-type: none"> > Location: Pool deck > Job: Starts stopwatch on every heat as a backup timer for a malfunction; recognizes timers in lane assignments for any indication of a malfunction; resets stopwatch at the end of every heat > Movement: Moving position - standing & walking > Age: 14 & up 	2	
Hospitality / Concessions	<ul style="list-style-type: none"> > Location: Hospitality area; pool deck; pool entrance > Job: Setup and replenish the hospitality area for coaches and officials; walk the pool deck with cooler and snack basket to provide coaches, officials, and workers with hydration/snack; setup, prepare and sell food and drink items in concession stand > Movement: Moving position - sitting, standing, & walking > Age: 14 & up 	4 (min)	
Meet Marshal & MAAPP Locker Room Marshal	<ul style="list-style-type: none"> > Location: Pool deck; breezeway in front of locker rooms > Job: Maintain safety and security of the pool deck and locker rooms and/or enforce Safe Sport regulations regarding locker rooms, pool deck entry, and photography. Enforce MAAPP and Safe Sport policies. > Movement: Moving position - sitting, standing, & walking > Age: 18 & up 	6 (min)	> Must complete MLAC/USA Swimming MAAPP Training.
Runner	<ul style="list-style-type: none"> > Location: Pool deck / admin table > Job: Gather timer and place judge sheets in order and pass off to admin table; take results and award labels from admin table to awards area; gather/collect anything else needed by admin table/officials > Movement: Moving position - sitting, standing, & walking 	3 (min)	



Position	Position Description	# of position PER SESSION	Requirements
	<ul style="list-style-type: none"> > Age: 14 & up 		
Timer	<ul style="list-style-type: none"> > Location: Pool deck > Job: Verify swimmers in each event/heat; run back-up stopwatch/operate pickle for an assigned lane; record time on clipboard > Movement: Moving position - standing & walking > Age: 14 & up 	18 (min)	



Non-Meet Credit Positions

Ongoing Administrative Jobs: Chairs and committee jobs are jobs which require assistance outside meets. The credits earned for these jobs depend on the completed work and time commitment. Some of the following jobs may already be filled. Please contact the Board President or General Manager if you are interested in any of the following jobs.

Standing Chairs:

1. **Club Attire Chair** [VP Facilities]: One member shall work with VP facilities and equipment to maintain team store, work with vendors to coordinate orders and delivery of MLAC branded clothing and accessories, and maintain team store at MLAC events. 2-4 credits/year.
2. **Meet Director Chair(s)** [GM/Head Coach]: One to four members shall handle administrative duties of any club-sponsored meet; including, but not limited to, obtaining appropriate sanctions, sponsors and facilities, staffing and supervising meet jobs, and managing hospitality and concessions. This position shall be filled no less than five (5) months prior to each meet. 2-4 credits/year.
3. **Business Donation Chair** [General Manager and Meet Director(s)]: One member shall coordinate with local businesses to provide donations, order catering, and send appreciation correspondence for hospitality for hosted swim meets. 2-4 credits per year.
4. **Volunteer Coordinator Chair** [President and Meet Director(s)]: One member shall be the primary contact for members' questions about service opportunities, descriptions, issues, remaining credits, etc. The Chair will also maintain records regarding all members' completed service and respond to members' emails promptly. 2-4 credits/year.
5. **Officials Chair** [1st VP and GM/Head Coach]: One member shall help recruit new officials from the membership and provide officials for club-sponsored meets. 1-4 credits/year.
6. **Public Relations/Ad Sales Chair** [VP Communication, VP Historian, VP Fundraising, VP Programs]: One member shall regularly submit articles to local media to promote individual accomplishments, club activities, and competitive swimming. The Chair shall also collect articles from publications and post on club bulletin board before submitting the articles to the Historian. The Chair shall sell heat sheet ads to local businesses, obtain graphics, and format pages for publication in our hosted meets' heat sheets. Work with VPs Fundraising and Programs to publicize MLAC program and events. 2-4 credits/year.
7. **Safe Sport Chair** [1st VP]: shall work with the AMS Safety Coordinator to implement a safety program to ensure the Club's compliance with the AMS warm-up procedure, and to ensure that the coaches meet safety training requirements and that the facility in use meets safety requirements. The Safety Officer is also responsible for providing and maintaining incident reports. Responsible for updating and maintaining MLAC safe-sport policies including (but not limited to) bullying policy, electronic communications policy, parent/guardian and swimmer codes of conduct, and team travel policy. 1-2 credits/year.



Non-Meet Credit Positions, cont.

Standing Committees:

1. **Annual Meeting and Award Banquet Committee:** Chaired by VP Membership and shall be held in conjunction with the Annual Meeting of the General Membership. Shall arrange for a facility, food and awards to honor our swimmers' achievements in addition to any other tasks determined by the VP Membership. Size of committee determined by VP Membership. 1-2 credits/year.
2. **Nomination Committee:** Chaired by one member of the Board of Directors and including at least two other BOD members and two participants from the general membership. Recruits and nominates members for open Board positions. 1 credit/year.
3. **Advertising Committee:** Chaired by Public Relations/Ad Sales Chair to approach local businesses for heat sheet ad sales when the meet is providing heat sheets. Consists of 1-2 members from general membership. Provide artwork/graphics in proper copying formatting to Meet Directors at least one week prior to each hosted meet. 1-4 credits/year.
4. **Concessions Committee:** Chaired by Meet Director(s) and include up to 4 participants from the general membership. Shall work to plan, coordinate, and manage concessions for hosted indoor meets. Shall maintain records of inventory and expenses according to the requirements of the Treasurer. Must meet budgetary restrictions set forth by the annual budget. 1-4 credits/year.
5. **Fundraising Committee:** Reports to VP Fundraising and include up to 3 participants from the general membership. Shall work to create, organize, manage, and promote fundraising events during MLAC-hosted meets. 1-4 credits/year.



Service Opportunities, cont.

AMS Official: AMS Officials earn all required credits for MLAC membership.

HOW TO BECOME AN OFFICIAL - From USA swimming website

Want to get started as an official and help USA Swimming run consistent, high-quality and technically correct competitions?

Officials join USA Swimming and are certified by the [Local Swimming Committee \(LSC\)](#) where they reside.

Each LSC sets their own requirements for officiating, but there are basic steps required for all officials:

Register as an apprentice official (some LSCs do not offer this option and you must register as a full official to start). Once your training is completed, you will register and pay membership dues as a full official.

Attend an officials' clinic (stroke and turn training)

[Complete a Level 2 Background Check](#)

[Complete Athlete Protection Training](#)

Complete on-deck sessions shadowing a certified official

USA Swimming Registration - For Officials from AMS website

- Submit registration to the AMS permanent office (usually done through your swim club's registrar)
- Successfully complete the Level 2 Background Check (for coaches and officials). If you have security clearances from other aspects of your life (teachers' clearances, work, etc.), you will still need to complete the Background Check administered on behalf of USA Swimming. No exceptions. There is a fee for completing this step. To get to the site to initiate a Background Check, [click here](#).
- You must complete the online Athlete Protection Training (found on the USA Swimming website). There is no charge for this training and generally takes less than 30-45 minutes to complete. To get to the site to complete the APT, [click here](#).

Generally, you will need to complete six sessions on deck as an Apprentice Official before you can certify as a Stroke & Turn. These take place at AMS sanctioned swim meets (not championship meets). Trainees will move around the deck and work with a number of different Stroke & Turn officials during each session shadowing.

Contact MLAC's Coach Luke Modrak (coachluke@mlacswimming.com) for more information.



PARENT CODE OF CONDUCT

As a parent of a swimmer and member of the Mt. Lebanon Aqua club, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know my role:

Swimmers – Swim
Coaches – Coach
Officials – Officiate
Parents – Parent

5. Not unduly burden Board members or coaches by directing excessive telephone calls or emails.
6. As a parent, I have been instructed on USA Swimming Safe Sport initiatives, and I agree to abide by the locker room policies, deck policies, photography/videography policies, volunteer clearance policies, and other Safe Sport policies set forth by USA Swimming.
7. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, any participating swimmer and/or parent of a swimmer will not be permitted or tolerated.
8. Enjoy involvement with the Mt. Lebanon Aqua Club by supporting the swimmers, coaches and other parents with positive communication and actions.
9. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

Sanctions:

Should I conduct myself in such a way that brings discredit or discord to the Mt. Lebanon Aqua Club, or USA Swimming, I voluntarily subject myself to disciplinary action. MLAC maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.



Safe Sport and MAAPP Policies

In conjunction with the US Center for Safe Sport, USA Swimming has mandated an overlay of the Minor Athlete Abuse Prevention Program (MAAPP) for all member clubs. MLAC is dedicated to maintaining a safe and positive environment for our athletes. More Safe Sport and MAAPP information, including allowable waivers for some MAAPP restrictions, are on our website, www.mlacswimming.com under Safe Sport. Every family is required to acknowledge receipt of the MAAPP policy each year at the time of registration. Important MAAPP requirements will be in place at all meets, and parents and volunteers will be required to understand their part in maintaining a safe environment for all athletes. The MAAPP policy follows below.

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

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.

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

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

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.

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.

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.



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.



MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

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

III. Additional Minor Athlete Requirements

- 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.



Action Plan of the Mt. Lebanon Aqua Club (MLAC) to Address Bullying, Updated November, 2012

PURPOSE

Bullying of any kind is unacceptable with Mount Lebanon Aqua Club (MLAC) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. MLAC 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 MLAC's Bullying Policy and Action Plan:

- 1 To make it clear that MLAC 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
- 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 MLAC 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
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. 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:
 - 1) What is the history between the kids involved?
 - 2) Have there been past conflicts?
 - 3) 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.
 - 4) 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 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:
 - 1) 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.
 - 2) Develop a game plan. Maintain open communication between MLAC 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.

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 another. For example:
 - 1) 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.
 - 2) 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 child 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:
 - 1) Write a letter apologizing to the athlete who was bullied.



- 2) Do a good deed for the person who was bullied, for MLAC, or for others in your community.
- 3) Clean up, repair, or pay for any property they damaged.
- e) Avoid strategies that don't work or have negative consequences:
 - 1) 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.
 - 2) 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;
- 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.



Travel Policy & Requirements

Meets designated as “Team Travel” are defined as meets where the coaching staff and designated team chaperones transport and supervise the swimmers for the duration of the trip. Parents are welcome to attend travel meets, however they must provide their own transportation, lodging and meals. Furthermore, parents and others who are spectators are asked to provide distance from their swimmers allowing them to remain and bond with their teammates and coaches during the trip uninterrupted.

The following requirements apply to ALL meets designated as Team Travel Meets:

1. Only swimmers ages 13 & older will be able to travel with the team to meets. The stipulations for team travel only apply to those on the team travel trip. Swimmers who are 12 years old or younger can still attend certain meets that have been designated as team travel, but they must travel, room, and stay with their parents. Coaches of swimmers 12 and younger will supervise the swimmers during the swimming portion of the trip. Parents/guardians are responsible for all supervision away from the pool.
2. All swimmers must abide by the rules for team travel. No alternate accommodations will be given to anyone at any time.
3. When swimmers are given permission to travel home from the meet with their parents, they may do so ONLY after the final swim for our team has been completed for the entire meet. No one will be permitted to leave the meet before all swimmers have completed their races.
4. Swimmers must stay with the team at all times. No one will be given permission to miss a team meal or leave the team hotel (or the pool) for any reason other than the meet or unless there is an emergency situation.
5. All swimmers must abide by the team rules and travel code of conduct. Swimmers in violation of any team rules or the travel code of conduct will be issued what the coaching staff deems to be the appropriate punishment. THIS MAY INCLUDE IMMEDIATE DISMISSAL FROM THE MEET AT THE EXPENSE OF THAT SWIMMER’S PARENTS/GUARDIANS. YOU ASSUME THIS RISK WHEN AGREEING TO ATTEND TEAM TRAVEL.
6. All coaches and chaperones must sign and abide by the travel chaperone guidelines and code of conduct (revised in 2010 to abide by new USA Swimming athlete protection rules and guidelines).
7. All swimmers must abide by the team uniform policy at all times.
8. Swimmers of families whose team accounts are delinquent in any way will not be permitted to attend meets designated as team travel.
9. If a swimmer, parent, or guardian is unable or unwilling to abide by ANY of the requirements of or for team travel, the swimmer will not be permitted to attend the meet in any capacity.



USA Swimming Required Travel Policies:

(These policies are required addendums to our team travel policies by USA Swimming)

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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).
- 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.

Additional Travel 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.
- d) When only one athlete under the age of 18 and one coach travel to a competition, the swimmer MUST be accompanied by at least one of their parents or guardians.
- 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 room.
- f) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g) Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team 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 theaters, etc. swimmers will stay in groups of no less than three persons.
- 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 leadership and the parent or legal guardian of any affected minor athletes.



Electronic Communication Policy of MLAC

PURPOSE

The Mt. Lebanon Aqua Club (the “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.



Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. *Under MAAPP guidelines, electronic communication with a minor athlete must include a parent or legal guardian. Whenever possible, include a parent or legal guardian in communication with 18+ athletes in MLAC club swimming to maintain accessible and transparent communication.*

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, INSTAGRAM, BLOGS, AND SIMILAR SITES

Coaches may have personal social media pages, but they are not permitted to have any athlete member of the Club connect their personal page as a "friend." A coach should not accept any "friend" requests 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" (PM) or "direct message" (DM) each other through social media (e.g., Twitter, Facebook, Instagram, Snapchat). Coaches and athletes are not permitted to "instant message" (IM) each other through any social media (e.g., Twitter, Facebook, Instagram, Snapchat) or SMS methods.

The Club has official Facebook, Instagram, and Twitter pages 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

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to PM, DM, or IM each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and high-school age athletes (enrolled in 9th grade and above) during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities. *With MAAPP, every digital communication between a minor athlete and a coach must include a parent or guardian.*

EMAIL

Athletes and coaches may use email to communicate. *With MAAPP, every digital communication between a minor athlete and a coach must include a parent or guardian.*

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.



Electronic Communication Policy of MLAC, cont.

ATHLETE SOCIAL MEDIA POLICY

As representatives of MLAC you have the responsibility to portray your team and yourselves in a positive manner. In addition to the agreed upon behaviors in the Swimmer and Parent Codes of Conduct, if you participate in any electronic communications (e.g., texting, email), interact on social networking site(s), or use social media (e.g., Twitter, Facebook, Instagram, Snapchat) you must avoid inappropriate and offensive behaviors. If a club representative's social media profile and its contents or other electronic communications are found to be inappropriate in accordance with the behaviors listed below, he/she will be subject to disciplinary action in accordance with the MLAC's Disciplinary Procedures (swimmers) or the Parent Code of Conduct.

OFFENSIVE BEHAVIOR EXAMPLES

Examples of inappropriate and offensive behaviors may include, but are not limited to, depictions or presentations of the following:

- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Content online that is unsportsman-like, derogatory, demeaning, defamatory, or threatening toward any other individual or entity (for example, derogatory comments regarding another swimmer or club)
- Any communications including posts depicting or encouraging unacceptable behaviors such as violent or illegal activities (for example, sexual harassment, vandalism, underage drinking, or illegal drug use).

REMEMBER

- Always present a positive image and don't do anything to embarrass yourself, your team, your family or the Club.
- The Internet is permanent. Anything posted online is available to anyone in the world. Any content you post is completely out of your control the moment it is placed online, even if you limit access to your page.
- Don't post anything you wouldn't want your coaches or parents/guardian to see.
- Your social media content can and will be reviewed by both potential higher education schools and potential employers.



Frequently Asked Questions

We have an FAQ section on the website (mlacswimming.com) under Parents/Gear which contains much information on Active.com questions, job requirement questions, and other FAQs.

Q: What is the purpose of Mt. Lebanon Aqua Club?

A: Our mission is to inspire swimmers to be champions in life through perseverance and discipline while building confidence, self-esteem, life long friendships and fond memories. Our vision is to be a nationally ranked and recognized club that creates avenues for all athletes to achieve their full potential.

Q: How is the club structured?

A: The club is a 501(c)3 non-profit membership organization. The club has a governance board of 11 members, which are elected by the membership in two year rotations. Board meetings take place once a month, are open and members are encouraged to attend. The board establishes policy and procedures (the dry side of the club). The staff creates and implements the swim program (wet side of the club.)

Q: What are the practice groups?

A: Mt. Lebanon Aqua Club recognizes that every swimmer develops at different rates, responds to different levels of conditioning and has different long term interests. From the beginning swimmer, simply wanting to swim a 25 yard fly to a National Team member swimming for a spot on the Olympic Team, we have a place and a program. Our educated and experienced staff works together to develop a comprehensive and successful swim program. Workouts are tailored by the staff to meet the overall goals of the program, the progressive goals of the swim group, and the goals established by the swimmer. The club is divided into 5 groups based on ability.

- **Stingrays** – For beginning swimmers, Stingrays group practices up to 4 times per week for approximately one hour.
- **Dolphins** – Typically have 1-3 years of swimming experience, this group practices up to 5 times per week for one hour.
- **Marlins** – These are “advanced age group swimmers,” and practice up to 6 times per week.
- **Sharks** – Consists of advanced competitive swimmers who practice every day but Sunday, and 2-3 mornings per week before school.

**PLACEMENT IN GROUPS IS DETERMINED BY THE MLAC COACHING STAFF.
Dryland is included at every level.**

Q: What is the difference between MLAC, Minnows, and Piranhas?

A: The **Minnows** team is a pre-competitive program run and coached by MLAC coaches and is intended for children who want to swim once or twice per week but who are not yet ready to commit to the year-round program. The program is held for 8 weeks, 3 times during the school year. Minnows swimmers are not MLAC members and are not subject to family obligations. The **Piranhas** is the MLAC summer swim team, which is also run and coached by MLAC. The Piranhas Summer Swim Team swims with the South Hills Summer Swim Conference (SHSSC) against other similar programs in the



area. Many MLAC members got their start based on the great experience they had swimming for the Piranhas. Piranhas swimmers are not MLAC members.

Q: My child is involved in other activities - does he/she need to attend every practice?

A: Practice attendance is not required. We encourage our swimmers to have multiple interests and understand that there will occasionally be conflicts. That being said, it is important to remember that your child will get out of swimming what they put into it, so it is important to keep expectations in line with the reality of your child's practice habits.

Q: Is there a separate swim team at the middle school and high school levels?

A: In addition to the various club programs available in our community, the [Mt. Lebanon School District](#) sponsors both a middle school swim team and a high school swim team. MLAC members typically participate in the school programs, as well, but one does not need to be a club member in order to swim for the middle and high school swim teams.

Q: Will my child know other swimmers?

A: Many Aqua Club members are Mt. Lebanon residents who attend school with your children. We are also an "open club" meaning non Mt. Lebanon residents may join. The teams practice together for 3 or more days each week which provides the swimmers opportunities to make excellent and long-lasting friendships. Swimmers often get to know each other at swim practices, meets, and MLAC functions all year long!

Q: How do I find out more about the MLAC programs?

A: General questions can be sent to programs@mlacswimming.com

Q: Does my child have to compete in meets?

A: We do not require meet participation. However, meet attendance is strongly encouraged as a means to measure your child's progress. Most of our swimmers compete in swim meets, on average, about once per month. Swim meets are structured by ability so that faster swimmers tend to swim against faster swimmers, and slower swimmers compete against swimmers of the same ability. At different times during the year, there may be more than one meet per month that is available to swim.

Our coaching staff are great motivators who emphasize that swimmers are ultimately competing against themselves. One of the best things about swimming is that it allows for precise measurements of performance (swimming races are timed to the one hundredth of a second) and every time a swimmer races, they have an opportunity to perform a personal best time. This is how we measure progress—by comparing your child to what they have done previously, not by whether he or she achieved a certain overall standing or whether they beat a particular swimmer from another team.

Q: Who determines what event my child will swim at a meet?

A: You may pick your swimmer's events, however, it will be reviewed by their coach and the coaching staff which determines appropriate events for swimmers. MLAC believes in well-rounded athletes and emphasizes long term development. Coaches work to provide the appropriate challenge for every athlete at each competition. Most meets have no qualifying standards, however, there are some meets with qualifying times. Usually the more experienced your swimmer, the more likely they will see qualifying standards at meets. Most meets have entry limits that cap the number of events a swimmer can compete in on a daily basis and/or for the entire meet. Occasionally, host clubs limit the number of participants in certain events due to timeline constraints.



Q: How is it determined which coach attends which meet?

A: Mt. Lebanon Aqua Club is fortunate to have a talented coaching staff with great depth and knowledge. The goal of the club is to have your child's primary coach present for their meet as often as possible. The Head Coach and Head Age Group coach assign coaches to meets considering first, who is swimming; second, how many weekends has this person coached at a meet this year; and finally, what are the overall needs of the program. On occasion the Head Coach will attend portions of Age Group meets to watch swimmer development and build relationships with younger swimmers who will soon move up into advanced programs. However, the Head Age Group Coach is the primary coach for this group.

Q: Does MLAC recognize the swimmers' achievements?

A: At the conclusion of the short course season, MLAC holds its annual banquet, which is dedicated to recognizing the efforts and achievements of our swimmers. This is a fun-filled night where the swimmers of all ages are awarded for their accomplishments. All first year members receive their team banners. All members also receive a "year" pin. They can also earn pins for achieving new time standards and competing in distance events. In addition to the banner and pin awards MLAC recognizes a male and female swimmer in each age group that has the highest IMR/ IMX score. These swimmers receive trophies, many named after the best MLAC swimmers of the past, influential club families and coaches.

Q: If I want a private lesson, how do I schedule one?

A: Private lessons are periodically offered through the MLAC website for an additional fee. Register online only. Payment must be made by credit card.

Q: How much does it cost to attend a National level competition?

A: A week at a National or Junior National meet typically costs the swimmer's family between \$1200 and \$1500. The club provides minimal support against these expenses. Allegheny Mountain Swimming does provide a stipend for each of these meets to help defray the costs. Warm-ups, bags and suits for these swimmers are provided by Speedo, who recognizes national elite level swimmers.

Q: What is USA Swimming's Club recognition program?

A: The Club Recognition Program offers our club members a working blueprint for developing strong, stable, financially sound and athletically productive organizations. Designed by USA Swimming's Club Development Committee (comprised primarily of coaches), this voluntary program presents four levels of achievement across four component areas deemed critical to long-term club success. The program encourages clubs to establish organizational goals and to benchmark their progress toward those goals.

The ultimate objective of the program is to strengthen the club system in USA Swimming by guiding clubs through a development process that ultimately positions the program and its coaches to better serve athletes. The Club Development Committee looked at many different factors that helped create "great" clubs. The committee grouped all of the factors into four major component areas:

1. Business & Organizational Success
2. Parent & Volunteer Development



3. Coach Development & Education
4. Athlete Development & Performance

As of 2015, MLAC is a Level 4 Recognition Club.

Q: How is the club funded?

A: Mt. Lebanon Aqua Club has an annual budget in excess of \$600,000. Registration fees, hosted swim meet profit, learn to swim, and other programs all combine to help fund the club.

Q: How is the money spent?

A: Annually, the board presents a budget. The club expenses breakdown as follows:

- 60% Administration (rental to fee to Mt. Lebanon School District for use of the Aquatics Center, salaries, office rental and equipment, club insurance, etc.)
- 10% expenses related to hosting meets
- 5% Fundraising expenses
- 25% Team Banquet and other social expenses

Monthly, the board receives and reviews financial reports.

Q: Does everyone pay the same amount?

A: The dues are structured in accordance with the practice schedule for your swimmer. The more hours a swimmer is expected in the pool, the higher the dues.

Q: How are the staff compensation and benefits decided?

A: Each year the Board does a full evaluation of the head coach based on their individual performance and the performance of the club. The head coach then evaluates his staff. The Head Coach's salary is set by the Executive Officers.

Q: So if I pay dues, why do I have a family obligation?

A: Meet revenue provides the club with approximately a portion of our annual resources. Without our families helping we would need to hire people to run the meets which would then significantly increase all levels of dues for the club.

Q: Who do I talk to if I have a concern or question?

A: Practice questions should be directed to your swimmer's coach. Governance questions about policies or budgets should be directed to a member of the board.

NEED MORE HELP?

We hope that we have addressed any questions you may have about our program coordinator. If you have any additional questions please contact programs@mlacswimming.com.