

USA Swimming



Team Handbook

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Welcome

We would like to welcome you to the wonderful world of swimming. Possibly the greatest benefits of participating in an organized swim program are the life skills your swimmer will develop. These skills include time management, self discipline and good sportsmanship. Self confidence and total body coordination develop as swimmers gain personal achievements and individual growth.

The purpose of this handbook is two-fold: to explain to new members just what the Jets Aquatic Club is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

Swimming has many benefits. The camaraderie among swimmers is unique; many swimming buddies become lifelong friendships. This is the one sport that has the same team members year after year. Remember not every swimmer becomes a world record holder, but everyone gains from his or her swimming experience. Please ask questions of your coach, board members, and fellow parents- we all have the same goal- to provide your swimmer with the best possible experience in swimming.

Pain is Temporary. Pride is forever!!



Mission: The Jonesboro Jets Aquatic Club is dedicated to the pursuit of excellence through swim education, training, leadership, and character development.

Why Swim?

The USA Swimming (USA) age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination, because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self image.

General Description and Objective

The Jets Aquatic Club offers guided age-group youth program for children age 4 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a swimmer becomes a member of the Jets Aquatic Club, he/she learns the values of sportsmanship and team work. The Jets Aquatic Club participates in USA Swimming year round and AAU in the summer. The AAU summer league provides beginners an opportunity to compete and is a feeder system into the USA Swimming program.

Mission Statement:

The Jets Aquatic Club provides high quality swimming education, training and competitive opportunities.

Vision

To inspire swimmers of our region to pursue perfection, excellence and a lifelong passion for our sport.

Team Philosophy

The Jets Aquatic Club engages in a multi-level competition program with AAU and USA swimming. Our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer have both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Jets Aquatic Club coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.

Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmers "best" stroke changes as they mature and his/her body goes through physical changes.

USA Swimming

As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 300,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. Members can compete against more than 2,800 clubs across the nation. USA Swimming divides states / regions into Local Swim Committees called "LSC". We are members of the Arkansas LSC.

USA Swimming is also responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success. (Reprinted from www.usaswimming.org)

The Jets Aquatic Club is a club member of USA swimming. Benefits include USA swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA swimming have liability insurance coverage for approved insured activities.

USA Rules and Regulations

USA swimming is the primary governing body for swimming in the United States. The rules of swimming can be found on the website: <https://www.usaswimming.org/utility/landing-pages/governance-lsc/rules-regulations>. Swimming is a very technical sport and it takes time to learn all of the rules. Sometimes, swimmers learn about "obscure" rules by breaking the rule. Every child gets disqualified at some point in their swimming career! Use this time as a learning experience and do not punish your child for getting disqualified. Always provide love and support for the disqualification. Some children are heart-broken when they find out that they have been disqualified. Remember that this is a learning experience.

Diving Rules

All swimmers must be “certified” to dive at swim meets and practice. USA rules & regulations require that a USA certified coach has signed off on these skills. If the swimmer is unable to perform a shallow water dive for the coach at practice the swimmer will **NOT** be allowed to dive off the starting block or side of pool during a USA meet if the water is shallow. Swimmers will be required to start in the water. Please check with the coach prior to a meet to see if the swimmer has been certified to dive. Diving certification dates are also posted on the website (please attend parent informational meeting to know where this is located). We ask that all parents help enforce this rule. Many swimmers will want to dive from the blocks because their “teammates” are doing it!! We hope this also becomes an incentive for the swimmer to learn how to properly dive if the swimmer has not been checked off on the shallow water dive. If the swimmer has not been checked off and an injury occurs by diving into shallow water, the swimmer will not be covered under the USA insurance policy!!

Fall/Winter or Short Course Season

The short course season kicks off on September 1 and ends in mid-March after the Short Course Championship meet. Short course is when the length of the pool is 25 yards. The short course season is a great opportunity for the novice swimmer to gain confidence before the long course season. Training is held at A-State’s Health and Physical Education and Sports Science (HPESS) swimming pool. Practice schedules will be in the afternoons after school.

Summer or Long Course Season

The summer, or "long course", season runs from early April to mid-August. Meets are generally held outside in 50 meter pools (Olympic size). Practice schedules are typically in the morning once school is out for the summer. Practice is held at the Jonesboro Pool Center (1421 West Nettleton).

AAU Swimming

Our team participates in the AAU recreational program in the summer. This program is a great opportunity for new swimmers before moving into the competitive league of USA Swimming. We primarily choose to participate in AAU because many meets are local (Paragould, Pocahontas, etc). However, we encourage swimmers to transition from AAU to USA Swimming as they develop. USA Swimming provides the foundation for collegiate swimming and higher levels of competitions (Zones, Regionals, Futures, Junior Nationals and Olympics). AAU offers the Junior Olympics (JO), which is considered their national meet. This is a fun meet to go to, and we encourage swimmers to go. Our swimmers that go to JO usually win lots of top 8 medals, which builds swimmer confidence and builds excitement for their personal growth. However, parents need to realize that the level of swimming at JO’s is not the same as USA Swimming. The Arkansas LSC Age Group Championship meet is a much faster meet than the JO meet.

Website

Because USA Swimming does not recognize AAU Swimming times achieved by a swimmer, we have two different websites that allow us to keep swim times separate. The Jets Aquatic Club USA Swimming website address is www.jonesborojets.com. All members must be registered on the website in order to register for swim meets. All parents are required to update all pertinent information (emergency contacts, address, email, etc.). A working email is necessary to assure that families receive up to date information from the coach. Multiple email address can be added to the account. The website system will also allow for text messaging to be set up on individual’s account.

The AAU website is www.jetsaa.com. Times achieved at an AAU swim meet **DO NOT** count for USA Swimming, unless that meet has been approved by USA Swimming meet. The JO meet, which is a championship meet, typically obtains approval for an observed meet through USA Swimming, so that times achieved do count for USA Swimming.

Memberships

USA Swimming Memberships

All year round swimmers must register for USA Swimming for insurance purposes. A USA registration fee (\$100) is assessed to all new members at the time of registration. Current members will be assessed the USA registration fee in September (\$50) and October (\$50). This fee provides athletes with insurance during swim practice, meets and other sanctioned events. For more information on USA swimming go to www.usaswimming.org

USA Swimming members must enroll in automatic bank draft through the website (www.jonesborojets.com). In addition, all parents must sign the A-State liability release forms, while swimming at A-State.

After registration is received, an email will be sent with log-in information for the Jets USA website. The username will be the email address that was designated during the registration process. A password will be sent via email. This password can be changed by the user after successful log-in to the website. **If log-in instructions have not been received within 72 hours after submitting registration, please inform the Director of Operations, Shawn Drake (shawn@jonesborojets.com). We need to verify that we have a correct email address.**

After logging in, the parent should make sure all information is entered into the computer system correctly. To do this, click on “My Account” on the left-hand side. Make sure that all information is correct under the “Account Info” tab (address, phone number, additional email addresses). Each user can update this information at anytime. Click on the Insurance/Emergency Contact information. Please enter an Emergency contact and emergency phone number and click “Save Account Changes”.

Trial/ New Memberships

A one week trial period will be given for “new” participants to try out the program. Swimmers must pay the initial registration fee (\$100) and the monthly membership fee at the time of registration. New members must enroll in bank draft (credit card, debit card or checking account) prior to the next month’s billing. Members will not be allowed to pay memberships month-to-month.

Cancellation / Freezing Accounts

Swimmers that would like to freeze or suspend an account, must notify the treasurer or registrar by the 15th of the month prior to the suspension. For instance, if the swimmer is not swimming in January, the notice must be received by December 15th. Failure to notify the treasurer or coach by the 15th, will result in billing of the next month and the primary account holder will be responsible for payment. Before an account can be suspended, the account must be paid in full. Exceptions to this policy for extenuating circumstances (injury, illness, etc.) may be granted by writing an appeal to the Board of Directors. Once an account is suspended, the user will NOT be able to access their account using their log-in and password information.

A-State Parking

A-State requires that everyone using the parking lot have A-State tags. Parking is allowed in student parking behind the swimming pool. You are not allowed to park in faculty or reserved parking while on campus. Should you receive a parking ticket, please take the ticket to the campus Parking Service Office (located at Caraway / Johnson intersection) so that the ticket can be taken to parking services.

Inclement Weather

In case of inclement weather, we will have practice and watch swimming videos inside the building in the upstairs classroom. Typically, if A-State is closed due to inclement weather, practice will also be canceled. If practice is canceled, the cancellation will be posted on the website (www.jonesborojets.com) or (www.jetsaau.com) and an email will be sent to the email address on the account. To receive instant notifications through text, parents will need to activate this feature through their account website.

Holidays

Practice will be cancelled for national holidays (New Years Day, Martin Luther King Jr. Day, Memorial Day. Cancellation reminders will be posted on the website (www.jonesborojets.com) and an email will be sent.

Parent Informational Meetings

Parent informational meetings are held monthly in the fall. The informational meetings will provide step by step instruction on topics such as “How to Register for a Meet”, “Updating Your Account Information”, etc. Additional topics may be covered such as Safe Sport and what to expect at swim meets. We strongly encourage new members that have not used the website to attend one of these sessions.

Parent Booster Club

Each family is a member of the parent booster club. The booster club is responsible for fundraising efforts that benefit our team and our swimmers. Money raised will be used to purchase team equipment, team uniforms and travel cost to away meets (zones, regionals, junior nationals, etc). All Jets families are expected to raise \$50 in sponsorships throughout the year or sell \$60 of pork steak dinners. The team does NOT expect for you to pay this fee out of the family’s pocket, but instead by seeking business sponsorships and participating in fundraising events.

Staff

The Jets Aquatic Club staff consists of a Director of Operations, a head coach and three assistant coaches. Coaches are certified through USA Swimming and must possess training and experiences in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Shawn Drake- Director of Operations

Shawn Drake served as Jets Aquatic Club head coach in 2007-2011 and 2015-2017. She has over 20 years of coaching experience and served as the assistant coach for the Arkansas LSC at Central Zones in 1996, 2010, 2011 and 2017. She has coached swimmers at Sectionals, Zones and Junior Nationals. She left coaching in 2011 and served as the Arkansas Swimming General Chair for 4 years. During that time, she was appointed as the Chair of Physical Therapy at A-State. At the university, she published several articles related to swimming including, “Comparison of dry-land training programs between age groups of swimmers” in the *American Academy of Physical and Rehabilitation Journal* and Development of a Swimmer’s Functional Pain Scale published in the *Journal of Swimming Research*. She has expertise in sports fitness training, sports nutrition, injury prevention and rehabilitation. She holds a PhD in Exercise Physiology and is a licensed physical therapist in Arkansas. She is certified as a NSCA Certified Strength and Conditioning Specialist, ACSM Clinical Exercise Specialist, ACSM Program Director, ACSM Exercise and hold specialty certifications in scoliosis. As Director of Operations, Shawn will primarily take an administrative roll for the team (registration, newsletters, organizing parent meetings, etc). She will serve on the Board of Directors. Any administration types of questions may be directed to Shawn at shawn@jonesborojets.com.

Joseph Giles- Head Coach

Joseph Giles served as Assistant Coach for Jets Aquatic Club from 2015-2017. In summer 2017, he stepped in as interim head coach and beginning September, 2017, was hired as head coach. He swam for the Jets Aquatic Club and achieved Junior National Status while swimming. Joseph will coach the Novice, Age Group, Pre-Senior and Senior Groups. Questions regarding practice schedules or swim meets should be directed to Joseph at joseph@jonesborojets.com

Greta McClugage- Assistant Coach

Greta joins the Jets Aquatic Club in Fall 2017. Greta will coach swimmers in the Fun & Fitness group. Parents may contact Greta with questions about their child at greta@jonesborojets.com.

Haylee Dragon- Assistant Coach

Haylee Dragon is from Poplar Bluff, MO and is a Sophomore at A-State. She swam competitively for the Poplar Bluff high school swim team and the Poplar Bluff Piranhas USA team. During her time with the Piranhas, she was an assistant coach for the young swimmers ages 4-9 years. She will assist Joseph with the Age Group Swimmers on Monday and Wednesday evenings. Aside from her time with the Jets, she participates in the A-State Club Swim Team and teaching swim lessons at A-State. Parents may contact Haylee at haylee@jonesborojets.com.

Kate Titsworth- Assistant Coach

Kate Titsworth is an Assistant Coach for Age Group swimmers. Parents may contact Kate with questions about their child at kate@jonesborojets.com.

Lauren Bartholomay- Dryland Coach

Lauren Bartholomay is enrolled in the A-State Doctor of Physical Therapy program. She is a previous swimmer and will be assisting Shawn with the dryland portion for swimmers 13 & over. Questions related to drylands may be directed to Shawn at shawn@jonesborojets.com.

Head Coaches Responsibilities

The head coach's job is to supervise the entire competitive swim program. The Jets Aquatic Club's coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Jets Aquatic Club coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets Jets Aquatic Club swimmers may attend. Swimmers wanting to attend a meet that is not on the schedule may do so but must communicate that with the coach to ensure proper entry information for the meet. Swimmers may choose the events he/she would like to swim. However, the coaching staff ultimately makes the final decision concerning which events a swimmer is entered.
4. The building of a relay team is the sole responsibility of the coaching staff. Generally, the fastest seed will be awarded the relay spot. However, the coaching staff reserves the right to change up relay to provide all swimmers an opportunity to swim relays.

5. The coaching staff is constantly updating and improving the Jets Aquatic Club program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

Training Sessions

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the levels. It is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it!

The following guidelines are to inform parents and swimmers of the coach's policies regarding practice or training schedules.

1. Each training group has specific group attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The coaches encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increase as swimmers move to a higher group.
2. Swimmers should be ready to swim five minutes **prior to the start** of their practice (goggles, equipment, swim suits should be on and ready to swim).
3. Occasionally, a practice may be canceled due to a swim meet on a particular day.
4. Parents are allowed to observe practice from the upper level deck at A-State. Please refrain from speaking with coaches during practice times. Conversations with coaches can occur prior to or following practice. If additional time is needed to speak with a coach, please schedule a time with the coach outside of practice times (email coaches directly).
5. Swimmers should use the restrooms before practice. Swimmers will NOT be allowed to use the bathroom (unless an emergency) during a set. After the completion of the set, the swimmer will be allowed to go to the restroom.

Training Groups

The Jets Aquatic Club uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive. At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

PLACEMENT CRITERIA

The criteria, listed below, are used in evaluating each athlete and determine group placement.

1. Level of commitment
2. Practice attendance

3. Training ability
4. Stroke and skill development
5. Level of maturity and personal responsibility
6. Age and previous experience
7. Meet performance and best times
8. Space availability
9. Satisfactorily completes placement criteria

PRACTICE GROUPS PROMOTIONS

The swimmer under consideration:

1. Consistently makes choices that demonstrate willingness to make the commitment level expected of swimmers at the next level.
2. Meets attendance expectations for current group; demonstrates the ability to make attendance requirements for the next level.
3. Consistently trains above the level of the current practice group.
4. Demonstrates ability to train successfully on base intervals at the next practice level.
5. Has mastered stroke and skill expectations of current practice group.
6. Exhibits level of maturity and responsibility typical of swimmers at the next level.
7. Fits age and experience parameters of the next training level.
8. Has demonstrated potential to compete successfully at general competition level of the next group.
9. Demonstrates an attitude that is conducive and beneficial to the next training group.

PRACTICE GROUP DEMOTIONS

The swimmer under consideration:

1. Has demonstrated that he/she is not willing to make the commitment level expected of the practice group.
2. Attends practice consistently less often than the group expectation
3. Is not training successfully on base intervals for team level.
4. Needs injury rehabilitation at a less strenuous level.
5. Has seasonal sport or other activity conflict.

PROCESS FOR IMPLEMENTING PRACTICE GROUP PROMOTION

1. Current coach will evaluate athlete attendance, attitude and training base intervals.
2. Current coach will discuss potential change with coach at the next level.
3. Current coach will contact swimmer's parent to discuss team change and expectations at the next level.
4. Current coach will discuss change with swimmer and outline expectations for next level. Upon the athlete's and parent's approval they will move into the 30 day trial period.
5. There will be a 30 day trial period in which they will practice at the new higher level. At the conclusion of the 30 day trial period the coach will decide if indeed the athlete is both physically and mentally ready to move up.
6. Once the athlete officially advances, the status of the athlete's account will then change to reflect the new fees and the swimmer will be placed on the new level roster. If the athlete is determined not ready to advance, the coach will meet with him/her to give specific goals so the advancement may be accomplished.

As you can see from looking through these criteria, it is not just about being able to swim fast or demonstrate appropriate technique. It is also about the athlete's ability to handle (physically and mentally) the training, the increased responsibilities that come with promotion to the next group, and the higher commitment level that is required. So, while an age group athlete may be physically able to train at the senior level, if he/she does not yet possess the maturity and attitude to train at that level, he/she remains at the age group level to allow time and experience for those necessary skills to develop. It may also allow an athlete being held in a given training group the opportunity to develop his/her leadership skills. This is sometimes felt to be more important than simply having the physical ability to handle the training load at the next level.

Coaches will assess factors such as attitude, ability to train, level of maturity, skill development mandates, and athlete's desire. It will be the athlete's current coaches call on training group advancement. Not surprisingly, this ties into a coaching philosophy that places an emphasis on long-term development and on concern for development of the person and then the athlete.

Below is a guideline that we use to evaluate the progression of the athlete, although it is not guaranteed that once an athlete can accomplish these basics he/she will move up. As you have read above there are many criteria elements that we utilize in making this decision. However, this will give an athlete some of the tangible goals they can aim for in order to progress to the next level. They need to strive to accomplish the items under their practice group in order to advance to the next level.

Fun & Fitness

This is our entry or developmental group. A swimmer needs to be able to swim unassisted in the deep water for a minimum of 25 yards. Swimmers in this group focus on learning streamlines, freestyle and backstroke. Breast stroke and butterfly are introduced. The rules of swimming are introduced. Competition at developmental meets is encouraged.

Novice

This group is targeted for swimmers who have mastered freestyle and backstroke and need additional work on butterfly and breaststroke. Swimmers will focus on swimming all four strokes legally.

Age Group

Swimmers in this group are legal in all four competitive strokes and swim a 200 yard Individual Medley in competition (or demonstrate in practice). This group is exposed to training for the first time. Swimmers are expected to attend 70% of all practices. Competing at swim meets is expected at a rate of one meet every 8 weeks. Swimmers practice for one and half hour each day (dryland is not included).

Pre-Senior / Senior

Swimmers entering this group must display a strong desire to begin training on a more committed basis as practice times increase to two hours per day. Swimmers must have at least one LSC Championship qualifying time for this group. Swimmers are required to attend 80% of all practices and are expected to attend one meet every month. Training takes precedence over technique work for the first time in the swimmer's development. Dryland training is expected in this group.

Code of Conduct

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimming during practice or otherwise.

3. At all club functions, whether practice, meets or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All member of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state. Negative talk about the team and or coach is unacceptable behavior for the club.
5. Failure to comply with the provisions of the handbook or team policies established by the board of directors may result in disciplinary action, up to and including suspension or termination of membership.

Communication

1. Important messages are sent through the teams email service and are also posted on the website. Practices may be canceled due to inclement weather.
2. Parents may sign up for text messaging through the website to receive emergency or last minute communication.

Addressing Problems with the Coach

One of the traditional swim team communication gaps is that some parents feel more comfortable in discussion their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. 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 that can range in size from 20-100 members. On occasion, an individual child's interest may need to be subordinate to the interest of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. The coach is the only one who can resolve the problem..not the parent acting as a sounding board.

These general guidelines should resolve most issues before a major problem exists. The board of directors will only address coaching issues after complaints have been addressed in the above manner. Parents that consistently complain about the coach's performance or talk negatively about the team to other parents and do not address the problem in the above manner may be asked to discontinue membership with the team.

USA Swimming Safe Sport Policies

USA Swimming has established policies related to Safe Sport. Safe Sport information is found on the Jets Aquatic Club website and USA Swimming (<https://www.usaswimming.org/resources-home/resource-programs-services>). The Jets Aquatic Club follows all policies related to safe sport, which include:

- Athlete Code of Conduct (signature required)
- Parent Code of Conduct (signature required)
- Photography Policy (signature required)
- Bullying Policy

- Electronic Communication Policy
- Locker Room Policy
- Transgender Policy
- Athlete Travel Policy
- Behavior Report Form

The first Monday of every month, the team will participate in Safe Sport Monday activities. Participation is EXPECTED by all team members. Parents are encouraged to take the USA Swimming's online education program (<https://www.usaswimming.org/articles-landing-page/2017/02/16/safe-sport-for-parents>).

Board of Directors

The Board of Directors oversees the administrative functions of the club. The board consists of ten parents elected for a one-year term. The head coach serves as a non-voting member of the board. The elections for board positions are held annually in July. By-laws are posted on the Jets Website under the Information Tab (must be logged into swimmer's account to view). The guiding mission statement of the Board of Directors, which all decisions are measured against is:

1. The main focus of the club is always on the team and not an individual swimmer.
2. Ensure excellence of the Jets Aquatic Club by:
 - a. Providing necessary business function
 - b. Assist and support the coaching staff
 - c. Communicating

Each board member is assigned a specific area of responsibility. Board Member information is located on the Jets Website under the Information Tab (must be logged into swimmer's account to view). The following are board positions and their general areas of responsibility:

1. Director of Operations is responsible for:
 - a. Team Administration
 - b. Team and swimmer registrations
 - c. Website updates
 - d. Team newsletter
 - e. Conducting monthly parent meetings
 - f. Payroll
 - g. Setting up team travel- hotels, etc
 - h. Billing meet fees
2. President is responsible for:
 - a. Conducting monthly meetings
 - b. Counseling coaches, board members and membership
 - c. Calling special meetings
 - d. Delegating authority and responsibility
 - e. Holding elections
3. Vice president is responsible for:
 - a. Conducting of meetings in absence of President
4. Treasurer is responsible for:
 - a. Budgets
 - b. Filing taxes
 - c. Paying bills
 - d. Maintaining receipts
 - e. Financial reports

5. Secretary is responsible for:
 - a. Recording minutes of meetings
 - b. Sending thank you notes
 - c. Maintaining historical records
 - d. Club mailing
 - e. Sending gifts
6. Publicity is responsible for:
 - a. Meet articles
 - b. Facebook
 - c. Jonesboro.org website
 - d. Scheduling TV/Radio promotions for coach
 - e. Maintaining contact with members
7. Finance is responsible for:
 - a. Corporate sponsorship
 - b. Setting budget
8. Fun Committee / Social is responsible for:
 - a. Fun functions (monthly)
 - b. Banquets / State parties
 - c. Birthday parties each month
9. Team Recognition is responsible for ordering:
 - a. Jets caps
 - b. Clothing: Shirts, sweats, parkas, towels
 - c. Team paraphernalia: tattoos, water bottles, etc
 - d. Team awards (coordinate with social)
 - e. Banners
 - f. Team pictures

Each board member is also assisted by standing committees, which are composed of parents from the club. Parents may sign up for standing committees in September.

Team Uniforms

The team colors are purple and green. All swimmers competing must wear a team swim cap. Swim caps can be purchased through the team directly. Swimmers should have two on hand for each meet. Team suits are at the discretion of the swimmer. However, a purple/black suit is recommended. The team can order suits for you.

Logo gear can be purchased through our Team Partner- SwimOutlet.com. During the winter, parkas are needed for swimmers to remain warm.

Competitive Strokes

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age-group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

The Jets Aquatic Club staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they

place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports is not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not Jets Aquatic Club's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

USA Levels of Achievement

There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age-group there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published in three year increments by USA swimming. This permits fair, yet challenging, competition on all levels. USA swimming time standards can be downloaded from www.usaswimming.org. All swimmers will be able to access their times through the website. The website will report converted times and motivational times. Please attend a parent meeting held throughout the season for information on how to do this.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

Everything You Always Wanted to Know about Swim Meets...But, Were Afraid to Ask (or didn't know what to ask):

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could.

Meet Schedules

Each season's meet schedule is posted on the website. The meet schedule has been established by the head coach and board in consultation with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. One can also choose to enter only one day of a two or three day meets. The coaching staff reserves the right to make the final decision concerning meets Jets Aquatic Club swimmers may attend. With the exception of sanctioned high school meets, swimmers may not participate in meets which are not on the team's meet schedule unless they obtain the prior permission of the head coach.

Types of Swim Meets

Developmental Meets- These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.

Qualification Meets- These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.

AR LSC State Championships- At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Arkansas Swimming, the governing body of swimming in the state of Arkansas. The Arkansas LSC sets the qualifying time standards for these championship meets. Generally, the standards fall are "BB" national age group time standards.

Zone Championships - After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Arkansas Zone team competing against different LSC's. All Arkansas swimmers travel together for this meet. Policies on team travel are set by the Arkansas LSC for this particular meet.

Grand Prix- Swimmers must achieve time standards to participate in a Grand Prix meet. This is an opportunity for swimmers to swim with the top swimmers in the nation. The Grand Prix meet circuit has 7 different venues across the country.

Speedo/Junior National Championships-One of the highest levels of achievement swimmers strive for is the participation in the Junior National Championships. Swimmers meeting qualifying time standards for this meet travel to different locations of the United States to compete against the best 18-Under swimmers in the nation.

Phillips 66/USA National Championships (Senior Nationals)-Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USS National Championships. As with the Junior Nationals, swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

LSC State Championship Meets

One of our team goals is to qualify as many swimmers as possible for State Meet(s). The championship meet is a special experience and extremely important in the athletes development.

As our season progresses, all of the swimmers get excited and motivated to "go for a State cut". Unfortunately, some of the swimmers do not have the consistent practice habits, nor the meet experience to make the cut, yet, through an extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will probably not repeat the time at the championship meet. If a young swimmer goes to the championship meet and is not properly prepared, the experience is negative and can affect other championship meets later in his/her swimming career.

We, as coaches, believe that the honor of competing in a state meet is earned through consistent practice habits and competitive experience at USA swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

1. Meet attendance and participation throughout the entire season is important. USA meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Meet is not the ultimate goal. It is a seasonal goal that should lead to Zones, Junior & Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the "end" and the "means" mixed up.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

Prelims and Finals

In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swam first followed immediately by the Championship heat. During the prelims, the results are usually posted within 1/2 hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may "scratch" the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. USA swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

Circle seeding is used only in the prelims of Championship meets with events that have "prelims & finals". This affects only the top 24 seeded swimmers (8 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on.

The finals are seeded like a regular meet as are any events that are swam as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session.

Awards & Placing

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may

place no better than 9th (the winner of the heat) regardless how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer cannot be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. Club attire is to be worn when accepting the award. It is also customary for Jets Aquatic Club swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you". Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. *Do not ham it up!* The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

Out of Town Meets

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. Jets Aquatic Club has established the following policies for the safety of the swimmer and peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets.
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperon other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
3. A coach has restrictions on providing transportation to swimmers. Swimmers can only travel with a coach through board approval, which must be completed prior to the meet.
4. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
5. An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

Meet Information

Be sure to read the meet information posted on the Jonesboro Jets Website, as it will almost always announce what is and is not allowed at the meet. Most venues do not allow food on the deck, glass containers or cameras in restroom areas. Often, the host team runs a Concession Stand/Snack bar that sells food and drink items. Most venues allow coolers in the spectator seating areas - you can bring your own drinks and snacks for you and your swimmer/siblings. General rules & regulations will also be posted in the meet information.

Meet Registration

All swimmers that would like to participate in a meet must register through the website. When meet information is available, it will be posted on the main page of the website and an email will be sent. The email that is sent provides detailed instruction on how to register for the meet.

Before the Meet

Make sure your swimmer eats properly and rests prior to each meet. Your swimmer needs to eat a meal before they come to the pool. They should have it finished about 30-60 minutes before Warm Ups. This meal will need to carry them through 30-40 minutes of constant swimming during warm up, 3 - 4 races, and cool downs, all in a 4 - 5 hour period. It needs to be big, but comfortable. Let them eat what they like, within reason: 60%-20%-20%

carbohydrates-fat-protein is a good mix. For regular meets, a good night's sleep is essential. For championship meets, rest is extremely important.

Attire

All swimmers must wear a Jets logo cap while swimming at the meet. Swim suits must be approved FINA suits for competition. USA rules provide more information on swim suits. Another team's suit or swim cap (i.e., high school suit/ cap) is not permissible and swimmers could be disqualified from an event for wearing a different "clubs" attire.

Arrival

Maps/directions to the pool can be located on our website (www.jonesborojets.com). Arrive to the pool early - in time to find a parking spot, get into the facility, check in with the coach, and to be ready for Warm Ups.

Swimmers should find their coaches for stretches 10-15 minutes prior to the beginning of posted Warm Ups (check meet information for warm-up times). It's generally best to have swimmers already in their suits when they get to the pool.

Swimmers should bring their goggles and caps with them when they come for stretches. Immediately following stretches, the team will go to the pool for warm-ups. Parents are usually not allowed on deck, so make sure your swimmer knows where you will be sitting. Usually, there are separate seating areas for spectators.

Meet Programs

On the way in, you can usually purchase a Meet Program (Heat Sheet) for approximately \$5 from the concession area. Meets are pre-seeded and the Meet Program lists the swimmers by event, heat and lane. A sharpie pen can be used to write this information on the swimmers body so that the swimmer can keep up with it. Hint: rubbing alcohol will help get it off after the meet!

Bullpen

USA meets do NOT use a bullpen. All swimmers must report directly to the block.

Entry Fees

You will be billed for meets you register for during the year. Once the entry deadline fee has past, you are responsible for any fees that the team incurs even if you are unable to attend the meet. Typically the entry fee bill will show up on your account after entries are processed. Typically, you can expect to be charged a \$10 Jets surcharge to help cover coach's travel cost and any relays.

Good Sportsmanship

During the swim, cheer for your swimmer (and their friends/teammates)! Good sportsmanship starts with you. Remember that improvement and personal accomplishments are more important than winning. Encourage your swimmers to congratulate competitors on their accomplishments. After the race, the swimmer can come to the spectator seating area to see you. Praise them and their effort. Remember to let the coaches' coach! Parents are there to provide love and support!

Meets are a lot of fun! It's a good time to get to know the other members of the Jets Family. Sit together, talk, and help each other learn about the sport, our kids, and their friends. But don't speak badly of the Jets Family or other teams - you never know when a prospective swimmer/sibling/parent is listening!

Choosing Events

Swimmers are encouraged to swim the maximum number of events at each meet. Although swimmers have a "preferred" stroke, swimmers should explore and try new events. Some strokes the swimmer may not swim

legally but if the swimmer keeps swimming by the end of the summer, he/she may be swimming it legally! Remember, AAU summer league is designed for learning. If the swimmer never tries, the swimmer will never learn.

Times

The first time a swimmer participates in an event, the swimmer will be entered as a no time (NT). Times will **not** be converted for different courses in a swim meet (i.e., SCY to LCM). Only times that are USA times will be turned in for meet entries. AAU times cannot be used for USA times.

Relays

Relays will be formed using the fastest combination of times. The combination of times is usually computer generated and swimmers must have a legitimate time in that stroke for the computer to generate a swim.

Talk with Coach

At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Swimmers need to meet with the coach before **AND** after each race. Before the race, coaches will provide key pointers for the swimmer to remember for the race. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance). It is ultimately the responsibility of the swimmer to find the coach after his or her race. The coaching staff will not track down a swimmer after a race, because it is likely that the coach will miss another swimmer's race.

Inclement Weather During Meet

Some venues may continue to have the swim meet during a lightning storm because the facility is "grounded" and it is indoors. However, we do not believe that it is safe to swim during a lightning storm, nor is it safe for spectators to be seated on bleachers. If this should happen, the coaches will discontinue swimming competition for our team, regardless of the host facilities choice.

Swim Bag Packing List

Here is a list of items your swimmer's bag should contain for the meet. Be sure to label everything with your swimmer's name - bags, suits, goggles, towels, etc. may look alike, especially new meet t-shirts!

Absolute Essentials

1. **Team Swim Cap** - Pack two, they tear easily!
2. **Team Suit** - If you can pack a spare (they do fall apart sometimes!). You should never rely on a swim shop to be available at a swim meet as they are not always invited to all meets.
3. **Team T-Shirt** - (if you have one) to ward off the chill and look like a team.
4. **Goggles** - At least two pair (straps break!). You can also pack extra straps, so favorite goggles can be saved (but, replacement takes time - thus the need for an extra pair).
5. **Deck Sandals** - There's plenty of ways to pick up infection and get injured around the pool. **MAKE** them wear sandals on EVERY pool deck - inside or outside! Their primary means of propulsion is their feet!
6. **Towels** - Pack at least two (big ones). Everything around the pool gets wet!
7. **Something Warm to Wear** - Team fleece jacket; or more towels (swimmers like to wrap themselves in towels - it's easy!); team parkas
8. **Water Bottle** - A big one, with water in it or bottles of sports drink. Swimmers dehydrate easily. They don't realize they are sweating! All swimmers are expected to be sipping on fluids throughout the course of all swim meets. No exceptions.
9. **Ear Drops** - Usually, a vinegar/alcohol solution in a glycerin base - or Swim Ear you can purchase anywhere. You don't want to deal with swimmer's ear. Use after practice and meets. Every practice. Every meet.

10. **Baby Powder** - To lightly dust inside of latex swim caps after drying them; keeps them from sticking together (and then tearing when you try to pull sides apart) and makes them easier to put on! (A small sample size of baby powder will last a long time).
11. **Toiletries** - Swim shampoo, conditioner, hairbrush, comb, contact solution, girls-only stuff, deodorant, and other bathroom stuff.
12. **A DRY Change of Clothes** - For after the meet (to remain dry in a swim bag they must be in a separate compartment or Ziploc bag!).
13. **Sharpie Marker or Pen** - For marking E/H/L info for each race on your swimmer's hand (E= Event #; H = Heat #; L = Lane #).
14. **Medications**- Tell the coach if your child has medical conditions such as allergies or asthma.
15. **Money**- Cash is needed to purchase heat sheets and food from concessions.

Other Items Depending on Venue

1. **A Highlighter** - For marking your child's race info on the heat/program.
2. **A Pen** - For writing down the times that your child achieves at the meet.
3. **Cooler** - Filled with drinks and snacks (many venues don't allow coolers in the pool, but do allow them in off-deck seating areas).
4. **Discreet Snacks** (often not allowed on deck) - Raisins, trail mix, Ritz bits w/peanut butter, goldfish, grapes, small chunks of fruit or veggies; favorite dry cereals in Ziploc bags; string cheese; beef jerky; Gatorade Bars or Power Bars; ask around for ideas!
5. **Entertainment Items** - For you. Books, newspaper, playing cards, work items, hobby items, etc. to keep yourself busy when your swimmer's not swimming. Better yet - volunteer to help with the meet!
6. **Entertainment Items** - For your swimmer & siblings. Books, MP3/CD player (with earphones), CDs, Gameboys, playing cards, hobby items, etc. There's lots of time between events!
7. **Folding Chairs** To sit in if there are no bleachers.
8. **Extra Plastic Bags** - For keeping things dry (various sizes).
9. **Sunscreen** - Get a waterproof type and put it on before you get to the meet (it needs time to soak in). Put it on again after a couple of hours.
10. **Sunglasses and a Hat**
11. **Bug Spray** - Get a waterproof type and put it on before you get to the meet. Put it on again after a couple of hours.

Preventing Swimmers Ear

Over the counter "Swim Ear" drops can be purchased for the prevention of swimmers ear. This is a common condition in children that swim on a regular basis. It is very painful!! Swimmers can still swim but they will be limited to kicking exercises since they will not be able to submerge underwater. Please prevent it by placing drops in the ear after practice and meets. A home remedy is to mix 1 part white vinegar and 1 part rubbing alcohol. Use 5 milliliters of the solution in each ear and let it drain back out.

Appendix A

"Preparation for Life"

by Phil Hansel, Reprinted from: Swimming World magazine, February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. But at least a young swimmer learns that this is part of life, and the swimmer must learn to cope.

By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people.

Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world is enriched by these former swimmers as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

Appendix B

Safe Sport Policies

1. Athlete Code of Conduct
2. Parent Code of Conduct
3. Photograph Policy
4. Bullying Policy
5. Electronic Communication
6. Locker Room Policy
7. Transgender Policy
8. Athlete Travel Policy
9. Jets Behavior Report Form

Athlete Code of Conduct
Jets Aquatic Club

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Swimmer's signature

Date

Parent's signature

Date

Parent Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to Coach Joseph Giles; then, if not satisfied, to Shawn Drake, Director of Operations.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature(s)

Date

JETS PHOTOGRAPHY POLICIES

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if commonsense procedures are not observed.

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Photography Consent Form

Jets Aquatic Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____, I allow the following:
(swimmer's name)

Take photographs to use on the club's secure website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Signed: _____

Dated: _____

Please return this form to: Shawn Drake, Director of Operations (mailbox located in HPESS lobby).

Action Plan of the Jets Aquatic Club to Address Bullying

PURPOSE

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

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

1. To make it clear that the Jets Aquatic Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the Jets Aquatic 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.

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 his/her parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Director of Operations, or Board Member;
- Contact the Arkansas LSC Safe Sport Chair, Shawn Drake (shawn@jonesborojets.com)
- 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:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - 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.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - 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.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - 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.
 - 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.

Electronic Communication Policy of the Jets Aquatic Club

PURPOSE

The Jets Aquatic 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. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

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

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

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

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

and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

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

TEXTING

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

EMAIL

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

LOCKER ROOM MONITORING POLICY

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: Arkansas State University

This location has a changing area and locker room dedicated to our swimmers. The doors of the locker room must be locked at all times. Swimmers may enter the locker rooms from the pool deck. By keeping the doors locked, we can ensure that no one enters the locker rooms that should not be in the locker rooms. If a parent notices a swimmer leaving the locker rooms through the outside door, please instruct the swimmer to turn around, lock the door from the inside, and exit through the pool area.

MONITORING

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

The Jets Aquatic Club has staggered practices, with different groups arriving and departing throughout the practice times. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post a coach or parent inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches and non-athlete members conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies **prohibit** the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

The following steps will be implemented in the case that a swimmer does not abide by Safe Sport Policies in the locker room:

1. Verbal warning given to swimmer involved in incident.
2. 2nd offense: The coach will complete the Behavior Report Form and submit to Director of

Operations. A remediation plan will be submitted to the BOD for approval. Approved remediation plans will be discussed with swimmer's parents.

3. 3rd offense: The coach will complete the Behavior Report Form and submit to Director of Operations. The BOD and Director of Operations will meet to discuss other possible remedies of the situation, which may include dismissal from the team.

Jets Aquatic Club Transgender Policy

Transgender: a person whose gender identity does not match the person's sex assigned at birth

Gender identity: a person's deeply-felt internal sense of being a man, a woman, or other identity on the gender spectrum.

Gender expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (i.e., dress, speech, mannerisms, social interactions)

Jets Aquatic Club Policy for Participation

A minor transgender athlete member of the Jets Aquatic Club is allowed to participate in accordance with his/her/their gender identity, irrespective of the sex listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical procedure.

This means an athlete who is biologically female but identifies as a boy/man is allowed to participate in men's events and an athlete who is biologically male but identifies as a girl/woman should be allowed to participate in women's events.

1. When a current minor member athlete transitions and wishes to compete in his/her/their gender identity, the athlete or his/her/their designee should request a change of the athlete's gender in SWIMS by contacting Diversity & Inclusion staff at USA Swimming at inclusion@usaswimming.org. Once this is completed, the athlete will be able to be entered and compete in events that match his/her/their gender identity.
2. At all times, teammates, coaches, and all others must respect the confidentiality of a transgender athlete. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parent or other designee.
3. In all cases, teammates, coaches, and all others should refer to a transgender athlete by the athlete's preferred name. Similarly, in all cases, pronoun references to a transgender athlete should reflect the athlete's gender and pronoun preferences.
4. A transgender athlete may use the locker rooms, changing facility, and restroom that is consistent with his/her/their gender identity. The transgender athlete may use the bathrooms located on the 2nd floor of the HPSS pool area.
5. A transgender athlete is permitted to dress consistently with his/her/their gender identity, including warm-ups and team gear.
6. A transgender athlete is permitted to wear whatever swimsuit is most comfortable for him/her/them, so long as the suit does not extend below the knee or past the shoulders. A transgender athlete can request a swimsuit waiver from the Chair of Rules and Regulations Committee per Article 102.8.1B1 of the USA Swimming Rulebook.
7. Meet Directors and Club Leadership should identify and publicize available gender neutral bathroom and changing room options at the host facility for meets and practice. Where possible, include information about availability and location of gender neutral facilities in meet information and on the club's website.
8. Meet Directors and Club Leadership should be aware of and abide by the relevant state and local laws and the rules of the host facility for meets and practice.

9. The Jets Aquatic Club will provide training, through USA Swimming Diversity & Inclusion staff, to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics may include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying.

The US Center for Safe Sport and USA Swimming prohibit discrimination against any member or participant on the basis of gender, sexual orientation, and gender expression is prohibited (304.3.3). In the event that a question should arise about whether an athlete's request to participate in a manner consistent with his/her/their gender identity is bona fide, USA Swimming will refer to the Code of Conduct and follow its standard procedures of enforcement.

Trans*Athlete: a resource for students, athletes, coaches, and administrators to find information about transgender inclusion in athletics at various levels of play.

www.transathlete.com

NCAA Inclusion of Transgender Student-Athletes:

https://www.ncaa.org/sites/default/files/Transgender_Handbook_2011_Final.pdf

Jets Aquatic Club Athlete Travel Policy

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

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

Section 1 - USA Swimming Required Policies

- a. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- b. When only one athlete and one coach travel to a competition or USA Swimming event, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Recommended Policies Adopted by Jets Aquatic Club

- a. Athletes should not ride in a coach's vehicle without another adult present, , unless prior parental permission is obtained from Jets Aquatic Club Board of Directors (BOD).
- b. When only one athlete and one coach travel to a competition or USA Swimming event, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- c. The athlete and his/her parent or legal guardian must sign a copy of the Club Code of Conduct.
- d. A signed Liability Release and/or Indemnification Form for each athlete must be turned into the Director of Operations and copies will be provided to BOD.
- e. The coach should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

CONFIDENTIAL
Behavior Report

All Behavior Reports are to be immediately turned into Shawn Drake by email.

Name of Person Reporting _____ Date: _____

Program: _____ Location: _____

Date and Time of Occurrence: _____

Youth/s Involved:

Name: _____ Sex: ___ Grade: _____

Coach/Parent Involved:

Name: _____ Position: _____

Name: _____ Position: _____

Describe exactly what happened (who, what, when, and where).

What action was taken in response to the situation? Who was involved in the response?

Who was questioned?

Has the swimmer's behavior that is the subject of this report occurred before? If so, when?

How many times? What corrective action was taken in the past?

What is the follow-up plan for the current situation? Does anyone else need to be notified (parents, staff, youths, etc.).

Would you like for someone to contact you to discuss the situation?

Signature: _____ Date: _____