



**Team Handbook
2022-23**

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An electronic copy of the Team Handbook is available on our website.

1 // HORIZON SWIMMING

"Pursuing excellence in and out of the water."

Horizon Swimming, a registered DBA of Malibu Canyon Aquatics, LLC, is an organization built upon the foundation of promoting and furthering positive life skills and experiences through competitive swimming. Our goal is to ensure the growth and development of our athletes within the sport, as well as to help them become upstanding young individuals within their community. We believe it is our duty to provide a safe environment where kids can challenge themselves both physically and psychologically, learn to be resilient, embrace failure as a pathway toward success, and create a positive relationship with hard work.

Club Contacts - Coaching Staff

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USA SWIMMING / SOUTHERN CALIFORNIA SWIMMING

Horizon Swimming (HRZN) is a registered team with USA Swimming, the national governing body for competitive swimming in the United States. USA swimming oversees the overall organization and operation of the sport within the country. To learn more about USA swimming, visit www.usaswimming.org.

HRZN is also a member of Southern California Swimming, our Local Swimming Committee (LSC). LSC's are regional levels of USA Swimming, similar to state vs. federal government. Each LSC is a separate entity that acts on behalf of USA swimming. To learn more about Southern California Swimming, visit www.socalswim.org.

2 // THE RIZER WAY

Applying Our Team Values of Accountability, Discipline, Unity

OUR GROUND RULES

1. Be dressed and on deck, ready for practice on time, every day. 10 minutes early is on time. On time is late. Being on time shows that you respect the time we have been given together.
2. As a show of respect, all coaches on staff should be referred to as, "Coach _____." Please do not call a coach by their first name alone.
3. If a swimmer is to wear a cap during practice, it must be the official team cap.
4. When the group is stopped, every swimmer is expected to have their goggles on their forehead and their eyes on the coach.
5. Always ask permission before leaving the pool.
6. Take excellent care of your equipment and make sure you have your swim bag with you at every workout. Swimmers must have every piece of equipment labeled.
7. Our pools are your second home. Take excellent care of them, and take pride in their appearance and wellbeing. Without these pools, what else do we have?
8. Only one swimmer may use the restroom at a time. Use your best judgment and make sure you are not asking to use the bathroom in the middle of important work.
9. Swimmers are expected to take the initiative to communicate with their coaches rather than relying on their parents.

APPLYING OUR TEAM VALUES

ACCOUNTABILITY

1. It is the swimmers job to manage and lead the workout. It is the coach's job to direct and offer critical feedback to help the athletes.
2. Horizon swimmers learn and understand that failures pave the path to success. When mistakes are made, looking within is always the first step in moving forward.
3. The athlete is responsible for everything that is uniquely theirs, not the parents or coaches. If you do not bring your water, you are without water. If you do not bring a towel, you are without a towel. If you miss your race, you miss your race. This sport is yours, take ownership of it.

DISCIPLINE

1. Train your body and your mind to be strong, controlled and focused, creating positive habits which carryover into every session and every race.
2. Be timely and prepared every day. Poise, confidence and self-control come from being well prepared.
3. You are expected to give your best at all times, even when it is challenging. Be serious and have fun without clowning around. You develop only by doing your best consistently.

UNITY

1. You are responsible for yourself *and* your teammates. As part of your duty to manage and lead training, you must work together and communicate effectively as a group.
2. Cliques, criticizing, coaching, jealousy, envy, egotism and bullying will not be tolerated in any way, shape or form. Always remember: You are not more important than your team.
3. You will be expected to encourage and challenge your teammates in a healthy way. To cheer for them in training and at meets and to build them up when it is needed. Be vocal in your support for one another.

3 // CODE OF CONDUCT & EXPECTATIONS

Enjoying the benefits of a year-round USA Swimming program can only be obtained through a high level of commitment and dedication. Swimmers are strongly recommended to attend all training, competitions, and meetings in a punctual manner. If a swimmer is going to be absent from any team activity, including training, the coach must be notified in advance. This is essential for coaches to plan appropriately.

In line with our value of developing accountability, this communication should come directly from the swimmer if they are age 11 or older. Any email communication from an athlete to a coach **must** have a parent copied to protect the athlete and the coach.

Religious observances or important family events occasionally conflict with training or competition. Horizon Swimming fully supports missing training for these situations. Please communicate these to the coach as far in advance as possible.

Horizon Athletes

HRZN athletes are held to the highest standard of integrity and expected to follow this code of conduct at all practices, competitions and team events.

- Be dressed and on deck, ready for practice on time, every day. 10 minutes early is on time. On time is late. Being on time shows that you respect the time we have been given together.
- As a show of respect, all coaches on staff should be referred to as, "Coach _____." Please do not call a coach by their first name alone.
- If a swimmer is to wear a cap during practice, it must be the official team cap.
- When the group is stopped, every swimmer is expected to have their goggles on their forehead and their eyes on the coach.
- Always ask permission before leaving the pool.
- Take excellent care of your equipment and make sure you have your swim bag with you at every workout. Swimmers must have every piece of equipment labeled.
- Our pools are your second home. Take excellent care of them, and take pride in their appearance and wellbeing. Without these pools, what else do we have?
- Only one swimmer may use the restroom at a time. Use your best judgment and make sure you are not asking to use the bathroom in the middle of important work.
- Swimmers are expected to take the initiative to communicate with their coaches rather than relying on their parents.
- Treat all officials, opponents, administrators, coaches, and parents with respect and honesty, as you would wish to be treated.
- Always be accepting, respectful, and friendly to all teammates, regardless of their age, gender identity, race or religious beliefs.
- Athletes must take an active interest in their own personal development and reach out to their coaches in order to learn and solve problems.
- Swimmers should always bring forth their best effort and lead by example for younger athletes.
- Finally, athletes are expected to be engaged and to behave in a manner that ensures that everyone abides by the team values.

Horizon Parents

HRZN Parents are expected to act as positive ambassadors for the club at all times and follow the code of conduct below at all swim meets, training sessions and team events.

- Treat all players, coaches, opponents, and officials respectfully.
- Ensure that all comments to swimmers are positive and encouraging.
- At no point should a parent be coaching, criticizing, or otherwise analyzing a swimmer's performance, particularly a child that is not their own.
- Coaching is solely the responsibility of our professional staff, and should not be undertaken by parents.
- Parents are expected to refrain from making derogatory comments to officials. Any parent who does so, with or without a referee's warning, could be suspended by the club.
- Parents should support their swimmers by making sure they arrive at every competition and training session in a timely manner.
- To set up a meeting for any questions or issues, parents should contact the coach. Do not approach a coach during training or meets.
- Communication should always be respectful.
- Parents are prohibited from videotaping and taking pictures at and during training for the safety of the athletes.
- Encourage good sportsmanship by demonstrating the values of **Accountability, Discipline and Unity** at all times and provide positive support to every member of the team.
- Parents are expected to place the emotional and physical well being of their child ahead of a personal desire to succeed.
- Support coaches and staff working with their children in order to encourage a positive and enjoyable experience for all.
- Remember that swimming and competition is for the children in the program - not for the adults.
- Do your very best to make youth sports fun for your child.
- Insist my child treat other swimmers, staff and coaches with respect regardless of race, gender identity, religious beliefs or ability.
- Be a valued role model within our community.

4 // DISCIPLINE AND DISMISSAL

HRZN's swimmer and member family behavior expectations are summed up with one word: RESPECT.

- Respect for yourself—be on time, be responsible for your equipment, manage your time and obligations.
- Respect for your team—be an active listener and participant, lead whenever possible.
- Respect for the facilities—clean up after yourself and your teammates if necessary.

Major infractions will be dealt with in the following manner:

1. First offense—conversation with coaching staff.
2. Second offense—parent/swimmer/coach conference.
3. Third offense—suspension from training.
4. Fourth offense—suspension or possible dismissal from the team.
5. In a case where a team member physically assaults another teammate, the member may be dismissed immediately.

All disciplinary action will be the decision of the coaching staff, with final authority resting with the Head Coach. The Head Coach also has authority to skip disciplinary steps as the situation warrants. The Head Coach has the authority to dismiss any swimmer or member family.

In matters of conflict between two athletes, please allow the coaching staff ample time to resolve any issues and do not expect disciplinary action to be handed down immediately. It is important for staff to ensure that every party involved is given a voice and treated fairly in order to create an accurate and objective picture of the conflict.

Anti-Bullying

Bullying, in any of its forms, will not be tolerated at Horizon Swimming and any actions construed as bullying by the coaching staff will be subject to the disciplinary actions stated above. HRZN strives to create an environment where all of our swimmers feel safe and comfortable, and are able to focus on their personal development without undue social stress.

Grievance Procedures

If you or your swimmer is a victim of bullying or suspects that bullying is taking place within the team, please take the following steps to report what you have seen, heard or experienced.

For incidents involving swimmers...

1. Contact the Group Coach who is directly in charge of the athlete/s in question to report what you have seen or heard.
 - a. All formal reports are to be made in writing and sent via email. The coaches are happy to speak with you in person or over the phone, but a written record of the occurrence must be made and sent to the group coach.
2. If the grievance involves your swimmer's group coach, please report the incident directly to the Head Coach in the same manner.

For incidents involving another family or parent...

1. If an incident between two families or parents occurs, please make a report directly to the Head Coach. As with incidents between swimmers, all grievances involving families must be reported in writing.

5 // TRAINING GROUPS

HORIZON SWIMMING TRAINING GROUPS

Pre-Competitive Group

Minimum Age: 5

Purpose: “Learn the Basics” - The Pre-Competitive program (Pre-Comp) is designed to act as a bridge between swim lessons and our competitive swim team. In Pre-Comp, swimmers will work to hone the skills they’ve already developed in Freestyle, Backstroke and Breaststroke, focusing their efforts on the foundational skills of each. Additionally, swimmers will begin to learn butterfly so they are ready for the team and have the necessary skill set for novice competitions.

Focuses: Learn the fundamentals of swimming; Prepare kids for the swim team.

The Rio Group

Minimum Age: 6

Purpose: “Learn to Love” - Our aim in the Rio Group is to teach young athletes who are entering the sport of competitive swimming a solid set of fundamental skills while they fall in love with being in the water. HRZN athletes are introduced to our core values while they explore how accountability, discipline and unity can help them develop a long-term relationship with the sport. Swimmers in the Rio Group are introduced to competition when the time is right. Many will be asked to start with Novice level competitions before entering into USA Swim Meets.

Focuses: Foundational skills of swimming; Learning to love the sport.

The Athens Group

Minimum Age: 9

Purpose: “Learn to Train” - In the Athens Group, swimmers will build upon their fundamental skills and work toward cementing those skills in basic “sets” and workouts. This will teach the swimmers to forge good habits under duress which will help them learn how to perform at swim meets. Athens Group swimmers are expected to compete at every opportunity and are offered swim meets both locally and regionally through USA Swimming. We teach the athletes at this level about the importance of competing as a tool for learning as well as a test of skill and strength.

Focuses: Foundational skills of swimming; Athletic and character development; Competition.

The Tokyo Group

Minimum Age: 11

Purpose: “Hone Your Training” - The Tokyo Group acts as a bridge between the Age Group and Senior programs. Swimmers in Tokyo will focus on continuing to develop their speed and conditioning, but maintain a clear focus on skill acquisition and technical improvement. Swimmers in the Tokyo Group will be encouraged, but not required, to attend all local USA Swimming competitions as part of their overall athlete development.

Focuses: Foundational skills of swimming; Athletic and character development; Competition.

The Beijing Group

Minimum Age: 14

Purpose: “Train to Compete” - Swimmers in the Beijing Group will continue their skill development and habit building for the purpose of growing as a competitor. They will begin to learn and build race strategies, utilizing the conditioning and skill work they’ve gained from consistent training. Swimmers in Beijing are expected to be at every meet and serve as positive role models for the younger swimmers on the team. As swimmers grow older on the team, they play a much more important role in helping to shape the quality of our overall culture.

Focuses: Dynamic, intensity-based training; Competitive Development; Becoming Role Models.

The Senior Group

Minimum Age: 13

Purpose: “Train to Excel” - After academics, swimming is expected to be the top priority of our Senior Group athletes. Swimmers are expected to swim at every workout and attend every competition, where they will develop their skills and conditioning into high performance results. Swimmers will use the personal life skills they develop through the discipline of their swimming to help influence every aspect of their lives as they move toward becoming young adults.

Placement: Swimmers must meet a certain set of criteria to be considered for a spot in the Senior Group. Once the criteria have been met, a swimmer may apply to move into the group. Applications for the Senior Group will be reviewed, and placement will be awarded, by the entire Horizon Swimming Coaching Staff.

Focuses: Mastery of racing skills and strategy; Championship level swimming; Performance prep.

GROUP PLACEMENT AND SWIMMER MOVE-UPS

It is important to remember that as a competitive swim team, it is in our best interest that your child is as successful as they can be. There are *many* factors that go into placement of swimmers, but the number one consideration is simple: Where will each child, as an individual, find the most growth and success?

Which group a swimmer is placed in is in the hands of the coaches, and the coaches *only*. We ask that you do not email the staff about if or when your child can/will move to the next group. Please trust that we have the best interest of your child in mind and that we want to see them succeed at Horizon Swimming.

Group placements will happen annually at the end of the swim year for the ensuing season. A swimmer may spend anywhere between 1-3 years in any of the younger groups (Rio & Athens), and anywhere from 1-5+ years in any of the older groups (Tokyo, Beijing and Senior). If absolutely necessary, the coaching staff reserves the right to move a swimmer from one group to another mid-year, however this will not be a common occurrence.

The Horizon coaching staff reserves the right to waive the requirements of any and all groups in order ensure that an athlete is placed in a situation that is best for their development.

6 // FEES & PAYMENTS

FEE SCHEDULE

	Monthly	Annual Reg Fee	Total Annual Cost
Pre-Competitive	\$120/\$130	\$30	\$1470
Rio Group	\$150	\$100	\$1900
Athens Group	\$160	\$100	\$2020
Tokyo Group	\$170	\$100	\$2140
Beijing Group	\$170	\$100	\$2140
Senior Group	\$190	\$100	\$2380
USA Swimming Registration Fee		\$74 annual fee	
USA Swimming Club Transfer Fee		\$10 per athlete	

MULTI SIBLING DISCOUNT

A multi sibling discount of 20% will be applied to the 3rd sibling and any additional siblings there after. This multi sibling discount will be applied to both the monthly and annual registration fee. No discount is available for USA Swimming Registration Fee or any other fees associated with Horizon Swimming.

PAYMENTS

Payments are made through our online, automatic billing system, Sports Engine. Every family will be asked to maintain up-to-date card information through their TeamUnify Account. Billing for swim team dues occurs on the 1st of the month, every month. Additionally, all swim meet fees will be collected through Sports Engine. If your account has an unpaid balance, you will not be allowed to register for competitions. Please keep your credit card on file up to date through your TeamUnify account.

LATE FEES AND PENALTIES

- **RETURNED CHECKS or ACH** - A \$20.00 fee will be assessed for all returned checks or NSF's.
- **LATE FEE** - All swimmers must be current within the outlined fee schedule of Horizon Swimming. If a swimmer is not current, or has not paid monthly dues by the 5th of the month, they will not be permitted to swim. A late fee of \$15.00 will be billed through Sport Engine after the 5th of the month.

NO-REFUND POLICY

Horizon Swimming maintains a [No-Refund Policy](#) for all of its products and services. This policy also applies to all swim meets and/or events of any kind that our team participates in. All sales are final.

REINSTATEMENT FEE

If a swimmer leaves the team for a period of longer than one month, a \$30 fee will be assessed if and when the swimmer decides to return to the pool. This policy applies to all swimmers, no matter their reason for leaving. This policy does not apply to swimmers who have sustained an injury and are unable to swim for an extended period of time.

MEET FEES

Every swimmer who participates in swim meets is responsible for their meet fees. Most competitions charge each swimmer a surcharge (usually \$10 - \$20) and event fees (usually \$4 - \$7 per event). Once entries are submitted to the host team, there will be no refunds available. All the meet fees will be charged to the card on file in your account within a few business days before or after the swim meet.

7 // REGISTRATION & WITHDRAWAL

ATHLETE REGISTRATION

Registration for Horizon Swimming must be completed for all members on an annual basis before the beginning of each swim year which starts on September 1. Any new and incoming athletes must complete each step of the registration process (listed below) before they are allowed to begin training.

1. Register your account and member athletes through TeamUnify.
2. Acknowledge and sign for all applicable release waivers.
3. Acknowledge and sign that you have received and read the Team Handbook (this document).
4. Pay Annual Registration Fee (prorated quarterly)
5. Pay USA Swimming Registration Fee (charged to your card on file after your registration gets approved)

WITHDRAWAL PROCEDURE

If an athlete is to withdraw from the team, they must do so by filling out a withdrawal form, which is found on the team's website. A withdrawal must be submitted to the team by no later than the 25th of the month in which the swimmer wishes to stop. For example, if a swimmer wishes to stop swimming on July 31, a withdrawal form must be submitted by no later than July 25th.

Please note that upon withdrawal from the team, your swimmer is no longer given any membership priorities. If they wish to return to the team, they may be put on a waiting list if their group is full and will not be given priority as a former member.

EXTENDED ABSENCE

An extended absence, for the team's purposes, is defined as an event or events that are out of the swimmers control which keeps them from being able to participate (i.e. severe injury, summer custody, etc.). **Choosing** to stop swimming for a period of time while the team continues to train does not qualify as an extended absence.

A swimmer may take a MAXIMUM extended absence of up to 3 calendar months within a consecutive 12 month period. Swimmers who are absent for less than a month will not be considered for this notice and will be charged the dues for that month. Swimmers who participate in a practice or meet within a given month are considered active for that month. There will be no pro-ration for suspended accounts mid-month. At the conclusion of the maximum 3 months of allowed extended absence, should additional time away from HRZN be required, the athlete will need to withdraw from the program.

"Notice of Extended Absence" forms can be found on the team website and must be received NO LATER than 10 days prior to the start date of the extended absence (with the exception of medical incidents). Monthly dues will be suspended the month following submission of this form. Please understand there are NO EXCEPTIONS to the above-listed policies.

8 // SEASON OUTLINE

Pre-Season 1: Early September to Mid-October

- Build training habits for success
- Develop skills and technique
- Encourage socialization and team building
- Practice racing through limited competition

Short Course Season: Mid-October to Late March

- Build technique and skills for racing
- Shift focus to regular competition
- Train to be race-ready and at race-intensity

Pre-Season 2: Late March to Late April

- Reset and hone fundamental skills and technique
- No competitions
- Includes a one week break**

Long Course Season: May - July

- Further develop technique and skills for racing
- Shift focus back to regular competition
- Train to be race-ready and at race-intensity

Off-Season: August

- Focus on aerobic recovery after championship season
- Review and reset fundamental skills
- Includes a two week break**

** - Athletes are asked not to swim during breaks, BUT those in the Beijing and Senior Groups are expected to stay in excellent condition through vigorous exercise outside of the pool.

Short Course vs. Long Course

USA Swimming divides the competition year into two seasons - a "short course" season and a "long course" season. The short course season runs from September to March, and all competitions are done in a 25-yard pool. For example, a 50 yard freestyle is 2 lengths of the pool.

The long course season runs from April to August, and most competitions are done in a 50-meter pool. For example, a 50 meter freestyle is 1 length of the pool.

Horizon Swimming still attends a number of short course competitions during the long course season to provide a more fitting atmosphere for novice athletes on our team. Our coaches will let you know whether your swimmer should be attending short course or long course competitions.

Race times in the long course season will be slower than race times in the short course season, as meters are longer than yards. For example, a 50 yard freestyle at 35.90 is approximately 40.74 in a 50 meter pool. <https://www.swimmingworldmagazine.com/time-conversion>.

9 // TRAINING AND EQUIPMENT

Training is the most important aspect to a successful swimming season! Regular, consistent attendance is the best way to get the full training experience. Each group has a training plan for the season, and each session is purposeful, planned, and important. Our coaches take attendance at each session. Please contact your group coach if you must be absent from training.

Athlete Expectations:

- Arrive on deck 10 minutes prior to the start of training. *Please do not arrive on deck more than 20 minutes before.*
- Come prepared; bring all equipment to every session, including gear and a water bottle.
- Cell phones, iPads, or other electronic devices should not be brought on the pool deck or used in any locker room environment.
- Swimmers must respect their teammates and their belongings and always keep their hands to themselves.
- Proper attire: traditional training suit (polyester or lycra, one piece for girls, jammers or briefs for boys); HRZN team cap worn at all practices (can be purchased); appropriate goggles.
- Follow **all** facility rules: no running on deck, no glass on the pool deck, no hanging on the lane lines, and no inappropriate behavior in the locker room (when applicable).
- When on deck before or after practice, swimmers should be respectful of other activities and groups working in the pool.
- When a coach is speaking, the athlete is not speaking. The athlete should listen with their eyes and ears, and he or she should face the coach when the coach is speaking.
- Swimmers should NOT use the restroom during practice, unless it is an emergency. Swimmers must ask permission to go to the bathroom, and only one swimmer is permitted to use the bathroom at a time.
- Swimmers may NOT exit the pool during practice, unless instructed by the coach to do so, or with permission from the coach.
- Swimmers are responsible for cleaning up everything brought to training or left on deck during a session.

Parent Expectations:

- Parents/guardians are NOT allowed on the pool deck during training.
- Parents should not distract their children during training.
- Parents are not required to observe practice but are welcome to from outside the pool deck.
- Parents should always be supportive and interested in their athletes' training, but should not criticize a child for their swimming performance during a session.
- Videotaping and taking pictures is strictly prohibited during training.
- Parents should not approach a coach during training or in the 10 minutes prior to a session. Please email your group coach to discuss any issues or to set a time to meet.
- Allow coaches to critique, correct, and coach. This is their job, not the parents' job.

Private Lessons

While there can be certain benefits to private lessons, Horizon Swimmers are not allowed to take private lessons unless specifically directed to do so by their group coach, and with the permission of the Head Coach. Why? Training with Horizon Swimming will afford your athletes the opportunity to learn and hone every skill necessary for competitive swimming. In cases where an athlete is having a difficult time learning or correcting a skill within the group setting, the Horizon coaching staff will make every effort to create one-on-one time with that athlete to help them develop the skill. Coaching technique in swimming is a process of building habits. Private lessons are expensive, and very often do not work because they are not done in a manner that would help a swimmer to create long-lasting habits.

Team Equipment

Every athlete is expected to come to every session with all of their swimming equipment. Each group on the team has a specific set of items that are needed for training, which you can find by following the link to our team store, sponsored by **Elsmore Swim Shop**, below. All of the necessary items can be found, listed by group, at the top of the page.

As we are partners with Elsmore Swim Shop, we ask that all non-required equipment also be purchased through the Elsmore website including goggles, training suits, et.

[**HORIZON TEAM STORE**](#) *for all required training items and team gear*

[**Elsmore Swim Shop**](#) *for all other swimming related purchases*

School Swim Season

Horizon supports all of our student athletes and encourages every swimmer to partake in their school's swimming program. It is important though that during each student's school swim season, the athletes communicate with their group coach about when and how often they will be missing training. This helps the coaches when planning their weekly training.

10 // SUITS AND TEAM APPAREL

Listed below are the approved suits and apparel for training and for swim meets. Please use Elsmore Swim Shop to purchase all of your swimsuits and training equipment.

TRAINING SUITS AND GOGGLES

All swimsuits worn at training must be designed and sold specifically for the purposes of swim training and/or competition. Please note we do not allow the following at training:

- X Tie-back suits
- X Recreational swimwear
- X Swim trunks
- X Swim shirts
- X Wetsuits

Goggles are the most important piece of equipment your child will own. Please do not skimp on them. Only purchase quality goggles from a trusted brand (Speedo, TYR, Arena). We have a selection of excellent goggles in the HRZN Team Store.

COMPETITION SUITS & APPAREL

Team Suit

All Horizon Swimmers are required to purchase the official Horizon Team Suit and wear it at every competition. There are two options for both girls and boys and either style is permitted to be worn at swim meets. *Competition suits are NOT to be worn at training.* Go to the Horizon Team Store through Elsmore Swimming to purchase the team suit. Swimmers in the Orange and Blue groups are encouraged, but not required, to purchase the suit.

Technical Suit Policy

Technical suits of all ranges (including “entry level”) are not permitted to be worn by any Horizon Swimmers under the age of 14. If you are 14 years of age or older and interested in purchasing/wearing a technical suit for competition, you must first get permission from your coach. Training creates fast swimmers, not tech suits.

Swim Caps

All Horizon swimmers must have the designated white and blue team caps. Swimmers are permitted to wear either at training, but no outside caps may be worn. For all swim meets, the staff will send out communication about which caps will be worn on which days.

TEAM APPAREL

All Horizon swimmers are required to have, or purchase, both the Navy and Orange team T-shirts. As with swim caps, the staff will communicate which shirt is to be worn on which days of any given meet. That is our uniform and swimmers are required to wear the appropriate shirt on meet days. No other apparel is specifically required, but all Horizon swimmers are asked to wear as much “Rizer” Gear as possible to competitions and at practices to promote team unity!

11 // SWIM MEETS

Beginning in October, swim meets are held 1-2 times per month. Meets are very important in tracking progress, building our team culture, and giving the athletes an opportunity to show-off their hard work! We encourage all swimmers to attend as many meets as possible.

What to bring

- Healthy snacks
- Warm, dry clothing (even in summer)
- Closed toed shoes and socks
- HRZN team parka (strongly recommended)
- HRZN swim caps (at least 2)
- Towels
- Goggles (at least 2)
- HRZN team suit
- HRZN T-shirts and apparel
- Water bottle

What to wear

Competition Suit

- All swimmers are required to wear the HRZN team suits at in-season meets and Age Group Championship meets.
- For Senior Championship meets (sectionals and above), technical suits are permitted for swimmers 13 & over. 12 & under swimmers are not permitted to wear tech suits for any competition within USA Swimming.

Swim Cap

- All swimmers are required to compete in a HRZN team cap. These can be purchased from the coaches at a swim meet (\$15 per cap)

Apparel

- All swimmers are expected to wear HRZN apparel on deck only. Information about which color shirt to wear for specific swim meets will be posted on the team website and will be emailed out to all participants prior to the meets.

Call Times/Check-In

Swimmers should arrive at the meet at their call time, sent out in the informational email before each meet. When swimmers arrive at the pool, they should immediately check-in at the administration table and then with a HRZN coach. If swimmers arrive late or do not check in at the designated "check-in table," they will be removed from the swim meet. If a swimmer is running late and will miss his or her meet call time, please email a HRZN coach to avoid getting scratched from the swim meet.

Please remember that swim meet fees are non-refundable. If you do not show up for a swim meet on time and your child is removed from the meet, there is no opportunity to get your money back.

During the Meet

Swimmer Expectations

- Swimmers are asked, and expected, to camp out in our designated team area with their teammates.
- Phones and electronic devices are not allowed during swim meets. Socialization is extremely important for our athletes, and when a HRZN swimmer is racing, swimmers should be cheering for them at the pool.
- Swimmers should not leave the pool without informing a coach.
- Swimmers should treat all coaches, officials, and meet staff with respect and gratitude.
- Swimmers must inform their coach as soon as possible if they must scratch from a swim meet.

Parent Expectations:

- Parents should ensure their swimmers arrive on time and are prepared for all meets.
- Parents should support their swimmers in a positive manner only.
- Parents are, under no circumstances, allowed to talk to officials during a swim meet. If there is a question about a ruling or disqualification, please email the coaches.
- Parents are not allowed in the area designated for coaches. All interactions between coaches and athletes will remain open and observable. There will be opportunities to speak with coaches throughout a meet, but please do not distract coaches from working with or watching the athletes.
- Parents may be asked to work as a timer or official or in another volunteer position at swim meets.

Your First Meet: What To Expect

- The meet will be very busy! There will be hundreds of swimmers, coaches, and officials on deck, so it is crucial that swimmers are on time and focused on what they are doing.
- For each race, your swimmer will have an event number and an assigned heat and lane. This information tells them what, when, and where to swim.
- Swimmers can find their event numbers on the meet entries posted online. Heats and lanes are posted somewhere on the pool deck after warm-up.
- At their first meet, swimmers will be paired up with an experienced swimmer, or two, who will help the athletes learn the ropes and get to races on time. Please allow for the children to teach each other and go through the learning process. It is an important part of their development.
- Even at the youngest ages, swimmers are expected to read the heat sheet and make it to their events on their own.

12 // TEAM COMMUNICATION

Direct and accurate communication between the athletes, coaches, and parents is critical to the success and enjoyment of all. We use many methods of communication to keep all swimmers and families up to date.

1. **Team Website:** hrzn.org has information on upcoming swim meets, schedules, and many other important topics (including an electronic copy of this handbook).
2. **Group Coach:** If you have a question that cannot be answered through the website, please contact your group coach via email. See page 2.
3. **Social Media:** Everyone in the Horizon Swimming community must exhibit ethical, responsible, and inclusive conduct in all online communications and activities, and respect the rights and privacy of all other athletes.

Horizon Swimming expressly prohibits cyberbullying or cyberstalking of any HRZN athlete by any means or method, including but not limited to the use of Facebook, Instagram, Twitter, Snapchat, TikTok, text messaging, instant messaging, or email. Cyberbullying and cyberstalking are unacceptable and will not be tolerated.

In line with our value of developing accountability, we ask that communication to coaches regarding schedule, missed practices, meet entries, etc. should come directly from swimmers aged 11 and over. Any email communication from an athlete must have a parent copied to protect the athlete and the coach.

13 // FAQ

Can I make up practices if my child's practice is inconvenient for my schedule?

Practice schedules are not negotiable. No exceptions, modifications, or substitutions of group schedules will be permitted.

My kid loves swimming. Why can't they swim more? More hours? More practices?

The HRZN program is designed to meet the age-appropriate needs for each swimmer. Each group's schedule allows for progression across all strokes and skills. Extra or additional swimming may lead to confusion, early injuries, and/or burnout.

Can we go away all summer?

The HRZN season goes from September through mid-August. By leaving for the summer, valuable training and long course meet experience are missed. Equally, swimmers that do stay and train throughout the summer months are best prepared for the fall season.

Why don't we do meets every weekend?

Meets are selected to help evaluate swimmers at different points of the season. Competing every weekend would not provide accurate feedback for swimmers or coaches. Additionally, we compete in a specific number of meets to balance out our training to racing ratio.

What do I do if I missed the meet registration deadline?

Once the registration deadline has passed, we cannot guarantee that swimmers will be allowed entry into swim meets. Contact the group coach to see if they are able to enter swimmers into the meet.

I registered my child for a meet but just learned that we can no longer attend. What do I do?

Please contact your group coach if you need to scratch a team event unexpectedly! Please note, however, that once entries have been submitted to the meet host, billing is final and we cannot offer a refund.

Why do coaches pick events?

Events are chosen for each meet by the coaching staff to ensure that swimmers are progressing into well-rounded athletes. While it is likely that swimmers may have favorite events, all events must be raced to allow progress and evaluation at meets.

My child has never swum in a meet before, yet they are entered with seed times. Why is this?

Some meets require all swimmers to be entered with a time. This is so that host teams can get a sense of the swim meet timeline and are able to make a prediction about the meet schedule. Coaches will generate times for new swimmers who have not previously competed in swim meets.

What is a DQ?

DQ stands for disqualification. If a swimmer breaks one of the rules set forth by USA swimming (i.e. false start) an official will disqualify the swimmer, and the time achieved in that race will not count.

What should I do if my child gets DQ'd?

Disqualifications are a very common occurrence in our sport and every swimmer will be DQ'd on a number of occasions throughout their development. The most important thing for all parents is to remember not to allow yourself to get emotionally invested in the moment. Be truthful and supportive of your child and help them understand it is a learning experience. If you or your child is not sure why they were disqualified, please encourage your children to talk to their coach. We do not catch everything but we can help explain. If you, as a parent, would like more information, please send your child's coach an email after the meet.

What is a technical suit?

We define a "technical suit" as a competition suit that has a FINA approved sticker on the suit, or a suit designed for competition only. Technical racing suits are made of water repellent material and are designed to compress the muscles. FINA is the governing body for swimming worldwide.

How does my child get to swim on a relay?

Relays are done most often at championship meets and members are chosen by the HRZN coaches. In general, the swimmers with the fastest times will be chosen for each relay. However, it is ultimately up to the coach's discretion.

Is swimming in finals mandatory?

At meets that include both preliminaries and finals, any swimmer who makes it back for the evening session is, barring injury or sickness, *required* to compete in that event. In rare scenarios, a coach and swimmer may deliberately scratch a finals swim as part of a larger strategy.

14 // USA SWIMMING: SAFE SPORT

Minor Athletes Abuse Prevention Policy (MAAPP)

THIS POLICY APPLIES TO

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

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

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

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

IV. Individual Training Sessions

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

- A. All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

- A. Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.
- B. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

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

IV. Hours

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

V. Prohibited Electronic Communication

- A. Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" HRZN and/or LSC's official page.
- B. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

- A. Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
 - B. Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.
 - C. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
- II. Team Travel
- A. Team travel is travel to a competition or other team activity that the organization plans and supervises.
 - 1. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with HRZN or LSC must be USA Swimming members in good standing.
 - 2. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
 - 3. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- I. Requirement to Use Locker Room or Changing Area
 - A. The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Use of Recording Devices
 - A. Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- III. Undress
 - A. An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions

- A. Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- V. Monitoring
- A. Horizon Swimming must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - 1. Conducting a sweep of the locker room or changing area before athletes arrive;
 - 2. Posting staff directly outside the locker room or changing area during periods of use;
 - 3. Leaving the doors open when adequate privacy is still possible; and/or
 - 4. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - B. Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VI. Legal Guardians in Locker Rooms or Changing Areas
- A. Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition
- A. In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement
- A. Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
- A. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Horizon Swimming.
 - B. Legal guardians must be allowed to observe the Massage.
 - C. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.