



CHICO AREA SWIM ASSOCIATION
CHICO AQUAJETS
FAMILY AND SWIMMER HANDBOOK



Table of Contents

LETTER FROM HEAD COACH CHRIS DALY	2
CHICO AREA SWIM ASSOCIATION MISSION & VISION	3
CHICO AQUAJET HISTORY	5
Handbook Purpose	5
Definitions	6
INFORMATION FOR PARENTS OF SWIMMERS	6
CHICO AQUAJETS AGE GROUP SWIMMING	8
MEMBERSHIP	8
JOINING THE TEAM	8
AGE GROUP DESCRIPTIONS	9
GROUP EQUIPMENT LIST	10
PRACTICE EXPECTATIONS AND RULES	11
DURING PRACTICE	11
AFTER PRACTICE	11
PARENT EXPECTATIONS DURING PRACTICE TIMES	11
SWIM MEETS	12
TEAM EFFORT MEETS	13
MEET ARRIVALS & WARM UPS	13
AT THE MEET	13
EQUIPMENT NEEDED	13
FOOD RECOMMENDATIONS	14
DURING THE MEET	14
RELAYS	15
CONCLUSION OF THE MEET	15
TRAVEL/ AWAY MEETS	15
ATHLETE CODE OF CONDUCT	15
PARENT CODE OF CONDUCT	17
BULLYING POLICY	18
ELECTRONIC COMMUNICATION POLICY	21
LOCKER ROOM MONITORING POLICY	23
PHOTOGRAPHY/VIDEOGRAPHY POLICY	24
CASA/CAJ PHOTOGRAPHY/VIDEOGRAPHY CONSENT	25

LETTER FROM HEAD COACH CHRIS DALY

9/1/20

Dear Aquajets,

The Chico Aquajets are on the verge of beginning our 71st season of swimming! This season will prove to be one of the most unique in our existence. I personally want to thank everyone for your continued patience and support. A special thank you for our gracious members who stuck with us through our mandatory shut down!!

As you all know by now, we have a passionate swim community with a lack of facilities. We have been given a rare opportunity to utilize two pools here in Chico. We as an organization need to embrace this opportunity to expand programming and membership during this pandemic. Swim teams across the country are being forced to close their doors or merge with other teams to survive. Other teams have to utilize pools outside of their communities while practicing at off times.

Moving forward our goal should be to foster everyone in our community who wants to swim. With this opportunity we will be able to make that happen!

Sincerely,

Coach Chris Daly

“Fast swimmers can certainly inspire us, but great people can change the world.”

CHICO AREA SWIM ASSOCIATION MISSION & VISION

The Chico AquaJets (CAJ) Swim Team is a program run by the Chico Area Swim Association (CASA), a non-profit organization under the sanction of USA Swimming, Inc. The team's mission is dedicated to the following objectives:

**Continuing a tradition of excellence
in the sport of swimming
... learn, compete, and enjoy!**

The team's vision is designed to accomplish our mission relative to nine essential core content areas:

Instruction must include:

- A stable coaching staff
- A variety of professional, quality, consistent instruction at all levels
- Provide a technique-based program
- Challenging swimmers to realize their full potential
- Technique time to those swimmers seeking 1-1 assistance
- Scaled instruction that focuses on fundamentals and matches individual skill levels

Competition must include:

- Opportunities for all swimmers to be successful
- Progress monitoring for swimmers as requested
- Encouragement to participate in competition to validate instruction and effort in practice
- Emphasis on individual as well as team aspects of competition

Environment/Team Identity must include:

- Swimmers feel safe
- Swimmers and families have fun
- Every swimmer counts and contributes
- We are a community-based organization
- An inclusive, strong team identity/presence in the community and at meets through association with CAJ logo, colors, and team area
- An environment that fosters team camaraderie
- Opportunities are provided for swimmers and families to connect outside of practice and meets

Partnerships must include:

- Community partners to further CASA/CAJ efforts (corporate, chico chamber, service groups, small business)
- Alumni connection (CAJ Alumni Guild)
- Giving back to our community by engaging in service projects

Facilities provided that have the following characteristics:

- Safe and very well maintained (lighting, shade, handicap accessible, depth, etc).
- Sanctioned to host invitational/championship meets (50 meter/25 yd)
- Parking to host large events
- Warm up pool
- Built-in concession
- Locker room facilities
- Office on site
- Adequate seating capacity and other equipment available for large meets
- Ability to do technique time
- Maintenance outsourced

Evaluation must include:

- Evaluation of efforts relative to accomplishing our mission and vision
- Adherence to fiscal responsibility (evaluating against our budget/financial planning)
- A variety of data, not just a single source, to quantify the effectiveness of our efforts (demographic data over time, outcome of competition, parent questionnaire feedback, etc.)

Professional Learning must include:

- Coaches and board members seeking out continued learning (information relative to best practices in instruction and operation)
- Sponsor opportunities solicited for coaches to attend the professional growth opportunities that they see as essential to quality instruction
- Opportunities for parent education (officials, timing, new parent orientation, etc.)

Leadership defined by the following characteristics:

- Shared board leadership with clearly defined roles, responsibilities
- Encourage all who are interested to be involved
- Adherence to fiscal responsibility
- Roles and responsibilities linked to strategic planning and core operations
- Clear policies and procedures provided for all aspects of organization
- Detailed administrative and operational calendars
- Solicit thought leaders for best practices (USA Swimming)

Communication includes:

- Regular and comprehensive communication from coaches and board
- New swimmer/family orientation to team, meets, etc.
- Communicate the mission and vision, strategic areas of emphasis for planning, the plan, and leadership structure to all members
- Using the website to communicate key information
- Team policies that are clearly communicated to members
- Communicate a clear calendar of events

CHICO AQUAJET HISTORY

The Chico Area Swim Association (CASA) is a non-profit organization under the sanction of USA Swimming that is governed by a Board of Directors. The Chico Area Swim Association has a long tradition of excellence in the sport of swimming.

The Chico AquaJets (CAJ) swim team began as a summer recreational program for Chico youngsters in 1949 under the leadership of the Chico Area Recreation and Park District (CARD). Practices were held at Sycamore Pool (One Mile) in Bidwell Park under the guidance of volunteer coaches. As interest grew, it became necessary to form a booster group.

In 1953, the Chico Area Swim Association was formed and held its first Chico Invitational Swim Meet. CARD remains a supporter of our team and offers assistance in many capacities, but the CASA/CAJ is an independent entity today. We have since introduced programs such as the Chico Masters Swimming team, and the MiniJet program.

The Chico Masters Swim Team is a program for adults ages 18 and over. The program offers supervised lap swimming for beginners who want to do their own program, planned practices offering an aerobic workout, and competition for those who are interested. There is technical stroke instruction to swimming available at the fitness level or for the competitive master swimmer.

The Mini Jet program is for swimmers and toddlers who are just learning to swim. Currently the CASA programs are being held at In Motion Fitness year round and at Pleasant Valley pool during the summer.

CASA is a 501c-3 non-profit organization.

Handbook Purpose

This Athlete and Family Handbook is presented as a matter of information and has been prepared for current and/or potential athletes and their families about CASA/CAJ philosophy, vital information about the sport of swimming, how to join the team, and expectations of swimmers and their families. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about what swimmers and their families should expect if joining the team. This Handbook will not answer every question swimmers and/or families may have, nor would CASA/CAJ want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, establish relationships, express our views, and work together in a harmonious relationship. We hope this guide will help swimmers and families feel comfortable knowing the expectations and processes around being a part of this long standing team. CASA/CAJ

depends on its members– their success is our success. Please don't hesitate to ask questions to our Head Coach or Board of Directors.

No one other than the CASA Board of Directors, by board resolution, may alter or modify any of the policies in this Handbook. No statement or promise by coaching staff is to be interpreted as a change in policy.

Should any provision in this Handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire Handbook, but only the subject provision. We ask that families read this guide carefully, become familiar with CASA/CAJ and our policies, and refer to it whenever questions arise.

Definitions

CASA – The Chico Area Swim Association, including Masters swimmers, MiniJets and the Chico Aquajets age-group swim team

CAJ – Chico AquaJets

LSC - Local Swim Committee

USA Swimming - Parent Organization

Athletes – Swimmers and Youth

Board - CASA Board of Directors (BOD)

INFORMATION FOR PARENTS OF SWIMMERS

A successful swimming program requires understanding and cooperation among the coaches, swimmers and parents. This relationship can be critical to your youth's successful development on the team. The coaching staff understands your commitment to your swimmer. While the coaches are also committed to ensuring that your youth's best interests are served, their responsibility is to serve each and every athlete on the team. Your perspective may differ from the coaches' perspective when it comes to your swimmer's development. Patience, understanding, and most importantly, communication are the cornerstones of this relationship. With this in mind, please review and consider the following guidelines:

- Individuals learn at different rates and in different ways. Some athletes will quickly pick up a skill while others may require more time to learn the same skill. Please be patient with your swimmer and his/her development. Direct any questions to the coach of your swimmer's practice group.
- Progress is rarely immediate. New team members will always go through a period of adaptation, no matter their age. This may temporarily impede progress. This could be caused by greater training demands, a stronger emphasis on technique, or simply nerves. Patience, trust and communication among coaches, swimmers and parents will help any struggling swimmer through such a period.
- Plateaus can occur at one time or another in every swimmer's career. A plateau can signify the swimmer has mastered lower order skills, but he/she is not

sufficiently ready to attach newer, higher order skills. Plateaus can occur in both training and in competition. It is important to explain to your swimmer that the more successful athletes are those who work through this temporary delay in improvement and go on to achieve greater performance. During these plateaus, the swimmer should communicate regularly with the coach to review training and technique.

- Swimmers ten years and younger are the most inconsistent swimmers. This can be frustrating for parents and swimmers alike. We must be patient and permit these youngsters to learn to love the sport, the team atmosphere, and the fun of competition.
- Parents must realize that slow development of the competitive drive at an early age is normal and perhaps preferable to precocious or forced competitiveness. It is more important that swimmers learn to compete and develop some competitive spirit. It is equally important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments they learn to handle will prepare them to handle the larger challenges they will face as teenagers and adults.
- It is the coaches' job to offer constructive criticism of a swimmer's performance. It is the parents' job to supply love, recognition, and encouragement necessary to help the young athlete feel good about him or herself. Be enthusiastic about taking your child to practice and meets, volunteering, attending team events and meetings, etc. . Acknowledge and emphasize their effort at practice and meets, rather than focusing on their times. Criticizing the coach in front of the child undermines the coach's authority and breaks the swimmer/coach support that is necessary for maximum success.
- No parent should behave in any manner to discredit the team or the club. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach. Parents should not directly contact Sierra Nevada Swimming or USA Swimming regarding disqualifications or other official-related matters.
- The communication between coach and swimmer is very important. It is imperative that the coach has the swimmer's full attention at practice. While parents are allowed to watch practice only from the designated area, parents are not permitted to participate or instruct, nor are they permitted to speak to the coach during practice. Parents who attempt to enter the pool deck during practice will be asked to leave. Please leave all coaching to the coaching staff. If you have questions or concerns regarding technique or coaching strategies, please arrange a meeting with your child's coach.
- Support the team at practice and at meets! Make sure your child wears CAJ apparel. Volunteer at meets; encourage and model good sportsmanship for your child.
- Encourage healthy eating for your child and do not allow your child to take any performance-enhancing substances for meets or for practices. Specifically, do not allow your child to eat or drink caffeine, excessive sugar, C4, steroids, human growth hormones or prophylactic anti-inflammatories (unless the latter medications are prescribed by a physician).

CHICO AQUAJETS AGE GROUP SWIMMING

CAJ Swim Team is a USA Swimming, year-round, competitive youth swim team composed of swimmers of all abilities. CAJ competes in local, regional, and national level meets. CAJ Swim Team is a member of Sierra Nevada Swimming Local Swim Committee (LSC) which includes numerous teams in Northern California. All swimmers must register with USA Swimming.

MEMBERSHIP

All CAJ swimmers and families who are part of our USA Swimming team are considered **members** of CAJ Swim Team. All members and participants will create a family account in Team Unify and are required to read and adhere to the CAJ Swim Team Code of Conduct. All families who register with CAJ Swim Team will confirm that they agree to these terms when completing the registration process. Family accounts will be active when an athlete is participating and suspended when they are not.

JOINING THE TEAM

Members must register their swimmer with the team and USA Swimming. **This is a requirement for NEW and RETURNING SWIMMERS:**

1. **Registration Requirement 1 -- Register with the team:**

- a. All members and participants must contact the team and schedule an evaluation with the coach to determine group placement, prior to registration. Check the CAJ website practice times tab to check for current evaluation times. Hover over [Practice Times](#) and Click AquaJets. After evaluation of group placement with a coach, the family must register their swimmer, prior to starting the team. If a swimmer leaves the team and re-joins, going through the registration process again is required. Registration occurs on the secure website, www.chicoaquajets.org
 - b. Start by hovering over (or clicking) [Join the Team](#) and select [AquaJets](#). Click on [Register Online](#). You will be creating an account in Team Unify, our web-based swim team software. Registration will include entering important swimmer information, emergency contacts, and a review of our team policies. Please be sure to:
 - i. **Verify your email address**
CAJ uses email as our main source of direct communication to families. You may enter more than one email address in your account and may include your swimmer's email.
 - ii. **Include your cell phone (SMS) number**
It is highly encouraged that you include **and verify** a cell phone number. Texts are only sent for important, time-sensitive information such as last-minute practice changes.
2. Register through USA Swimming at <https://swim-smarter.com/> This is required to be a member of a competitive swim team. This registration occurs at the initial registration, and subsequently, yearly, usually by January of each year. Reminders will be sent out about this during the annual registration time.

AGE GROUP DESCRIPTIONS

MINI JETS **3 x per week** **30 minutes**

DESCRIPTION: Mini Jets is a fun year round program for swimmers aged four to eight years old. Group instruction is offered for swimmers learning and preparing to be on the Aqualets. It is an instructive, fun introduction to the swim team. Making new friends and having FUN is part of the curriculum, too!

QUALIFICATIONS: Mini-Jets need to be able to swim 25 yards of freestyle and backstroke before joining.

ATTENDANCE: Attendance is not mandatory but it is encouraged as consistency is the key to progress.

WHITE GROUP **5 x per week** **30 minutes**

DESCRIPTION: Designed for children who are still learning to swim. Emphasis will be put on building self-esteem, learning to practice within a group, and proper stroke technique for Free and Backstroke. Making new friends and having FUN is part of the curriculum, too! Swimmers may participate in local swim meets and should check with their coaches about which events to enter before signing up for the meet.

QUALIFICATIONS: Swimmers must be able to swim 25 yards of freestyle and backstroke without stopping and without assistance.

ATTENDANCE: Attendance is not mandatory at every practice; however, swimmers should attend practice as often as they can. Consistency is the key to progress.

NAVY GROUP **5 x per week** **60 minutes**

DESCRIPTION: Designed for swimmers who are progressing in all four strokes. The emphasis is primarily to provide swimmers valuable strokes and technical improvements, including starts and turns, to prepare them for the next level. Participation in meets is encouraged.

ATTENDANCE: Attendance is not mandatory at every practice; however, swimmers should attend practice as often as they can. Consistency is the key to progress.

PRE-SENIOR GROUP **6 x per week** **90 minutes**

DESCRIPTION: Designed for swimmers who are committed to swimming and competing in meets. This group focuses on continuing proper stroke development, body position, kicking, endurance, and conditioning. Dry land and stretching are increased. Swimmers are expected to attend and should attempt to make as many of the meets as possible.

ATTENDANCE: Regular attendance and meet participation is strongly recommended. Meets participation is required.

SENIOR GROUP

8x per week

90 minutes

DESCRIPTION: This is our top group for swimmers who are committed and wish to excel in this competitive sport. Swimmers must have sufficient competitive swimming experience and be physically and mentally ready to handle more intense workouts as well as dry land. Swimmers are expected to attend and should attempt to make as many of the meets on the meet schedule as possible. This group will be attending mostly Senior Level meets. Regular attendance is mandatory.

ATTENDANCE: Athletes in this group are expected to make All 8 practices each week. Meet participation is required.

Swimmer Group placement and transition to the next group is based on coach recommendations, not parent preference or request.

GROUP EQUIPMENT LIST

- Purchased on our website under, [Arena Online Store](#) for CAJ
- Password: jetsswim_blue_arena1

Mini: Goggles
Cap (for any swimmer with shoulder length hair or longer)

White Group: Goggles
Cap (for any swimmer with shoulder length hair or longer)
Arena Power Fins

Navy Group: Goggles
Cap (for any swimmer with shoulder length hair or longer)
Arena Equipment Bag
Arena Power Fins
Arena Small Snorkel

Pre-Senior Group: Goggles
Cap (for any swimmer with shoulder length hair or longer)
Arena Equipment Bag
Arena Power Fins Pro
Arena Swim Snorkel Pro II

Senior Group: Goggles
Cap (for any swimmer with shoulder length hair or longer)
Arena Equipment Bag
Arena Power Fin Pro
Arena Swim Snorkel Pro II

PRACTICE EXPECTATIONS AND RULES

DURING PRACTICE

Air Quality - CAJ/CASA follows the National Weather Service's NWS Air Quality Forecast recommendations by monitoring <https://www.airnow.gov>. Our policy is to cancel practice when the AQI exceeds 150 and notification of a canceled practice will be sent out one hour before practices are scheduled to begin. Any swimmer with sensitivities or asthma should use his/her own judgement before attending practice.

Be punctual for practice. Plan for your swimmer to spend the entire practice at the pool. A swimmer arriving 10 minutes late will be asked not to participate in that practice. It is disruptive to have a child arrive late or leave early and it diminishes the quality of the training. Swimmers must notify the CAJ coach on deck if they leave the pool or pool deck during practice.

Swimmers are to wear appropriate swimwear. For boys, briefs or jammer style swimwear are acceptable. Swim shorts, swim trunks, and swim shirts are not acceptable. For girls, one piece swimsuits are acceptable. Two piece suits are not acceptable. Swim Cap should be worn for any swimmer with longer hair than their shoulders.

Swimmers are expected to focus their attention on the CAJ Coaching Staff and limit the amount of time spent looking for/at parents on the side of the pool. The CAJ coaching staff prohibits "coaching" from the side of the pool. Parents are to sit on the opposite side of the pool of where coaching instruction is occurring.

Swimmers who are behaving inappropriately, are disruptive and/or not following instructions may be removed from practice and instructed to sit on the pool deck until practice is over and a parent will be contacted.

AFTER PRACTICE

Swimmers will be released from practice at the documented conclusion time.

At In Motion Fitness, swimmers may shower briefly in the outside shower. There is to be no loitering, horseplay, or any behavior deemed undesirable allowed on the pool deck area. Rules regarding use of the other club pools, hot tubs, and locker rooms must be strictly adhered to at all times. Parents are expected to be at the pool and ready to pick up their swimmer at the conclusion time.

PARENT EXPECTATIONS DURING PRACTICE TIMES

Communication with the CAJ Coaches should not happen on the pool deck during practice unless it is an emergency. If you would like to meet with your swimmer's coach, please email: coachcdaly@gmail.com. It is imperative to allow the CAJ Coaching Staff to maintain the focus of your swimmer during practice.

“Coaching from the stands” -- verbal or non-verbal communication from parents in the stands/lobby to swimmers during practice is prohibited. In the event this behavior becomes disruptive (interferes with a swimmer’s focus on the coach’s instruction), the parent may be asked to refrain from attending practices and a meeting with members of the CAJ Coaching Staff and Board of Directors will be scheduled.

Parents observing practice should be respectful to all members of the CAJ community including other parents, swimmers, swim lesson members, lap swim members and coaches. Any behavior deemed detrimental from parents on the pool deck regarding any aspect of the CAJ program will cause the parent to lose the privilege of observing practices and a meeting with members of the CAJ Coaching Staff and Board of Directors will be scheduled.

SWIM MEETS

As a member team of USA Swimming, the Chico AquaJets (CAJ) swim team is further governed by and has responsibilities to local representatives of USA Swimming, our Local Swimming Committee (LSC), which in our area is Sierra Nevada Swimming. This LSC is comprised of approximately 50 teams and extends from Sacramento to the Oregon border. USS through Sierra Nevada Swimming sanctions most of the swim meets, which CAJ attends. Age groups are with events for both boys and girls in each age group:

- 8 and under
- 10 and under
- 11-12
- 13-14
- 15-16
- 17-18

From an extensive schedule, the coaching staff chooses a **Team Effort Meet once a month** during the fall and spring seasons, held mainly in the Sacramento area, and **two Team Meets per month during the summer season**, which are held around the North Valley area. Competitive participation is highly encouraged at all swim meets. CAJ swimmers are encouraged to enter as many meets as possible, not only for contribution to the team effort, but as a tool to measure individual progress.

CAJ is also a member of the North Valley Aquatic League (NVAL), which is made up of swim teams in Northern California. NVAL sponsored dual meets are held on Wednesday evening during the summer. Summer swimmers are especially encouraged to participate in the dual meets, since they are against another North Valley summer team. They prove to be a lot of fun as well as provide a great experience for the beginning competitive swimmer. The NVAL Championships held in August is the culmination of the summer league activities, and determines the League champion. It is hoped that **ALL** CAJ swimmers will participate in what has become the highlight of the summer swim season.

CAJ participates in local, regional, inter-state, national, and international levels of competition through USA Swimming sanctioned meets. The emphasis is on competition and comparison with oneself with individual improvement being a primary goal along with sportsmanship and team-spirit. All these meets are sanctioned by Sierra Nevada Swimming & USA Swimming, meaning we follow all published guidelines and pay associated fees – thus our swimmers are billed for events they swim even if their parents are volunteering.

We remind all swimmers, parents and volunteers to represent CAJ in the best way. CAJ is a competitive swim team and all members are to participate in our “Team Effort Meets” unless a valid reason is given to the CAJ coaching staff.

TEAM EFFORT MEETS

The CAJ Coaching Staff constructs a season schedule of USA Swimming sanctioned swim meets for all levels of swimmers. These meets are referred to as “team effort meets”. The seasonal training plans, constructed by the CAJ Coaching Staff, are based on CAJ team effort meets. CAJ swimmers will have the opportunity to participate in Team Effort Meets approximately every 4-6 weeks. Participation is highly encouraged.

CAJ participates in “championship” meets in December and at the end of the short course season and the long course season. These meets vary in level and have qualifying time standards.

Many championship meets have relays in which CAJ will participate when appropriate. Any swimmer entered in a CAJ team effort meet is considered available for a relay on any day of the meet, regardless if the swimmer is swimming an individual event the day of the relay. Relay teams are constructed by the CAJ Coaching staff.

MEET ARRIVALS & WARM UPS

Warm up times are listed in the meet information packet with any changes being listed on the CAJ Team Unify meet information page of the website and are emailed out directly to participants.

CAJ swimmers are asked to arrive 15-20 minutes prior to the start of warm up. Swimmers should report to the CAJ team area and check in with an CAJ Coach. Many meets are “positive check in” and require CAJ Coaches to check swimmers in upon arrival, if a swimmer is late, they may be scratched from the meet.

AT THE MEET

EQUIPMENT NEEDED

- Arena Approved CAJ team suit(s)
- Goggles

- CAJ swim cap
- Towels, sweats, socks, shoes – to stay warm and dry
- CAJ Team shirt and other CAJ team apparel.

FOOD RECOMMENDATIONS

- Healthy snacks are highly recommended such as: fruits, pretzels, crackers, vegetables, sugar free cereal, water, Gatorade, etc.
- Unhealthy or “heavy” snacks are not recommended: French fries, potato chips, chocolate, candy, sugar dominated food, caffeinated beverages, soda, coffee, energy drinks etc.
- It is advisable to read the labels of any type of nutritional supplement, energy drink, or sports “food” prior to allowing your swimmer to eat them. Some have surprisingly high sugar content and some supplements may have substances, which are banned.
- It is recommended that swimmers eat prior to arriving at the meet and snacks are reserved for meets, which are lengthy. Non-stop snacking during a meet, especially if a swimmer is not really hungry (boredom eating), is not beneficial and digestion will utilize energy, which could be used for competition.
- Short Course swim meet sessions can run up to 4 hours in length from meet start to finish. Long course swim meet sessions are allotted a 5 hour time limit from meet start to finish. Please plan accordingly. These times do not include warm-up times.

DURING THE MEET

CAJ swimmers are to stay in the CAJ team area, this is where the CAJ coaching staff will look for and call swimmers for their events. A swimmer may miss their event if he/she is not in the team area when his/her event is called by a coach. CAJ Coaches will not look outside the CAJ team area for swimmers. The team area will be where the team pop-up and flag is located.

CAJ Coaches will provide the swimmer with the heat and lane number, and instruct the swimmer to go behind the blocks. It is then the swimmer’s responsibility to go behind the blocks, check in with a timer to ensure they are in the right place and pay attention to when their heat is called, and get up on the blocks.

- The area behind the blocks is busy with many swimmers and volunteers, it is imperative that CAJ swimmers pay attention.
- CAJ swimmers will only be called once by CAJ coaches with their heat and lane.
- 8 and under swimmers will have additional assistance in getting behind the blocks from CAJ Coaches and meet volunteers.

Swimmers are asked to check in with a CAJ coach immediately following their swim for feedback and/or warm down instructions.

Swimmers are encouraged to limit “screen time” and be engaged in the swim meet and what is happening “now”. Swimmers benefit from being present in the moment and establishing a pre-race routine which may involve music, but video games, face-time, snap-chats, Instagram, social media platforms, texting are not recommended.

Swimmers who qualify for a championship final in a “prelim-finals” meet are expected to compete in that final.

Swimmers and parents are expected to offer support through cheering for all members of the team. Negative commentary is discouraged and could result in a reprimand for all those involved.

CAJ Swimmers are expected to give 100% for every event he/she is entered.

In the event a swimmer is ill or injured during the meet, the swimmer should report this to a member of the CAJ coaching staff.

RELAYS

- If CAJ is participating in a meet in which the team has entered relays, all CAJ swimmers entered in the meet are eligible for participation in relays.
- **Relay teams are constructed by the CAJ Coaching staff.**
- Relay teams are finalized the day of the relay utilizing CAJ swimmers most up to date times.
- When competing in a CAJ relay, swimmers are representing their team and are expected to represent CAJ with pride.

CONCLUSION OF THE MEET

CAJ Swimmers are responsible for checking results, and ensuring they are knowledgeable regarding any “prelim-finals” procedures and know if they are required to return to finals that evening. Swimmers should check in with the CAJ Coaching Staff prior to leaving the meet. CAJ swimmers are required to pick up any and all trash around the team area.

TRAVEL/ AWAY MEETS

CAJ does participate in some meets, which may require swimmers to stay overnight at a hotel close to the competition facility. The CAJ Board will make CAJ hotel room blocks for these meets and this information will be posted on the specific meet information page of the CAJ ~~TX~~ website. Parents are responsible for travel/hotel arrangements and families are not required to stay at the CAJ team hotel.

Families are expected to respect the rules and regulations at the various hotels while a guest, keeping in mind that your swimmer is a representative of CAJ.

ATHLETE CODE OF CONDUCT

The CASA/CAJ team rules are to be followed at all times, in all facilities.

1. The consumption or purchase of alcohol, marijuana, smoking or chewing tobacco or use of any other illegal drug, substance or prohibited performance- enhancing

substance of any kind by underage swim team members, is prohibited. Any swim team member found to partake in the above activities, or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to expulsion from CASA/CAJ, at the discretion of the coaches and the Board of Directors.

2. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activity at any time. Any swimmer who, in the opinion of the coaches and the Board of Directors, violates this rule during practice or competition will be told to leave the deck immediately and the parents will be contacted to remove the swimmer from the facility. Any additional disciplinary action will be determined at the discretion of the coaches and the Board of Directors. Use of proper language is expected at all times.
3. All athletes are expected to treat team members, coaches, staff and competitors with respect, support and kindness.
4. Any person guilty of thievery, on and off a CASA/CAJ site, will be subject to expulsion from the team.
5. Each swimmer is responsible for replacing accidentally lost or damaged equipment.
6. Be on time and prepared for each practice, competition and team event.
7. ALWAYS represent the team positively in your behavior, appearance and sportsmanship.
8. Any swimmer or parent found to be in possession of a weapon while on any CASA/CAJ rental property, practice site or meet, will be subject to the following mandatory discipline:
 - The Board of Directors shall expel for a period of not less than one (1) year any swimmer or parent who violates this weapons policy.
 - A weapon is defined to include, but is not limited to, a knife, cutting instrument, cutting tool, explosive device, firearm, shotgun, rifle, replica of a weapon and/or any other tool instrument or implement capable of inflicting bodily injury and/or used with the intent to threaten or inflict bodily injury. A swimmer or parent is in possession of a weapon when the weapon is found on the person of the swimmer or parent, in the swimmer's or parent's personal possessions or bags, under the swimmer's or parent's control while s/he is on CASA/CAJ property or property being used by CASA/CAJ or any meet or team event.
 - Any swimmer or parent who has knowledge of the possession of a weapon by any other person on CASA/CAJ property or property being used by CASA/CAJ, or any meet or team event, must immediately report this knowledge to a CASA/CAJ coach or staff member. Failure to do so will result in disciplinary action as determined by the coaches and the Board of Directors.

Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with these codes of conduct may result in financial penalties, suspension or expulsion from CASA/CAJ.

PARENT CODE OF CONDUCT

1. Model teamwork with all parents, swimmers and coaches.
2. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands, through text message or otherwise) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting oneself in a matter that earns the respect of your child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know your role: Swimmers- Swim Coaches- Coach Officials- Officiate Parents- Parent
5. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials and/or any participating swimmer will not be permitted or tolerated.
6. During ALL competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address Sierra Nevada Swimming and/or USA Swimming officials ONLY via the CAJ coaching staff.

Those who cannot follow the rules stated above may be subject to discipline. According to the CASA bylaws, any member may be suspended or expelled for reasons other than nonpayment of dues or assessments, or both, and membership terminated. The member must be given thirty (30) days written notice for a hearing related to the grounds of suspension or expulsion. The member shall be given the opportunity to be heard. After hearing, the question shall be decided by a majority vote of the Board of Directors. Proceedings will be initiated by a resolution of the Board of Directors. The Board Secretary shall set the time and place of hearing not more than sixty (60) days after adoption of the resolution of discipline. If a quorum of the Board of Directors fails to appear at the time and place set, the matter shall be deemed dismissed with prejudice to the rights of the Board of Directors to consider the matter further, except in regard to a subsequent proceeding based on conduct of the member occurring later than the conduct upon which the initial proceeding was instituted.

BULLYING POLICY

Sources: www.usaswimming.org/protect www.stopbullying.gov

Purpose: Bullying of any kind is unacceptable within the CASA/CAJ organization and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to the victim. CASA/CAJ is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all swimmers 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 staff member.

Objects of CASA/CAJ Bullying Policy and Action Plan:

1. To make it clear that CASA/CAJ 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 CASA/CAJ 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.

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

1. Causing physical or emotional harm to the other member or damage to the other member's property.
2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creating a hostile environment for the other member at any CASA/CAJ practice, meet or activity.
4. Infringing on the rights of the other member at any CASA/CAJ practice, meet or activity;
5. Materially and substantially disrupting the training process or the orderly operating of any CASA/CAJ practice, meet or activity.

Reporting Procedure

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

1. Talk to your parents
2. Talk to a CASA/CAJ coach, Board Member or staff member;

3. Write a letter or email to their coach, Board Member or staff member
4. 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 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 need
5. Stay calm. Reassure the youth involved, including bystanders
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts. Collect all the available information.
 - a. Keep all the involved youth separate.
 - b. Get the story from several sources, both adults and youth
 - 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 youth athletes are involved or the bullying involves social bullying or cyberbullying.
2. Next, 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.
3. Review the USA Swimming Definition of Bullying.
 - a. To determine if the behavior is bullying or something else, consider the following questions:
 - i. What is the history between the youth involved?
 - ii. Have there been past conflicts?
 - iii. 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 youth feels like there is a power imbalance, there probably is.
 - iv. Has this happened before? Is the youth worried it will happen again?

- b. Remember that it may not matter “who started it.” Some youth who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- c. Once you have determined if the situation is bullying, support all of the youth kids involved.

SUPPORTING THE YOUTH INVOLVED

4. Listen and focus on the youth. Learn what’s been going on and show you want to help. Assure that youth that bullying is not their fault. Work together to resolve the situation and protect the bullied youth. The youth, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - a. Ask the youth 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 youth who is bullied should not be forced to change.
 - b. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
5. Address bullying behavior
 - a. Make sure the youth knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show youth that bullying is taken seriously. Calmly tell the youth that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the youth to understand some of the reasons he or she bullied for example:
 - i. Sometimes youth bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times youth act out because something else- issues at home, abuse or stress that is going on their lives. They also may have been bullied. These youth may be in need of additional support.
 - d. Involve the youth who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the youth can:
 - i. Write a letter apologizing to the athlete who was bullied
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community;
 - iii. Clean up, repair or pay for any property they have damaged.
 - e. Avoid strategies that don’t work or have negative consequences:
 - i. Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and

- address bullying if suspension or getting kicked off the team is the consequence.
- ii. Conflict resolution and peer mediation doesn't work for bullying. Bullying is not a conflict between two people of equal power who share equal blame. Facing those who have bullied may further upset youth who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the youth 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.
6. Support bystanders who witness bullying. Every day, youth 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, staff or board member.
 - c. Help the youth being bullied get away from the situation. Create a distraction, focus the attention, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away

ELECTRONIC COMMUNICATION POLICY

CASA 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 CASA/CAJ acknowledges the value of these methods of communication, CASA/CAJ also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. CASA/CAJ adopts and incorporates the [USA Swimming Code of Conduct Article 304.1](#), For example, as with any communication between a coach and 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 (TAP).

- **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 CASA/CAJ. 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 TAP criteria, then it is likely your method of communication with athletes will be appropriate.

Social Media: Facebook, Instagram, Twitter, SnapChat, Blogs & Similar Sites

Coaches and athletes may follow each other on Facebook, Twitter or Instagram (not Snapchat). Coaches and athletes are not permitted to "direct message" each other through these social media sites.

Coaches and athletes are not permitted to "private message" each other through Facebook, Instagram, Twitter, Snapchat or any other similar site. Coaches and athletes are not permitted to "instant message" each other through Facebook Chat, Instagram or other IM methods.

CAJ has an official Facebook page, Instagram and Twitter that athletes and their parents can "friend" for information and updates on team-related matters. CASA also has an official Facebook and Instagram page that swimmers, families and the community are encouraged to "friend" and "like" for information about the organization. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

Texting

Subject to the general guidelines mentioned above (TAP), texting is allowed between coaches and athletes during the hours from 6:30 a.m. until 9:30 p.m.

Texting only shall be used for purposes of communicating information directly related to practice, meets and team activities.

Email

Athletes and coaches may use email to communicate between the hours of 8:00 am and 8:00 pm. When communicating with an athlete through email, a parent, another coach or a board of directors member must also be copied.

Request to Discontinue All Electronic Communication

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

LOCKER ROOM MONITORING POLICY

Locker rooms are provided at both pool sites In Motion Fitness Center and PV Pool, through Chico Area Recreation District (CARD). Additionally, In Motion Fitness has individual restrooms, on the pool deck. Swimmers have the use of these facilities. Swimmers must follow the site based rules and be respectful of facilities. No “deck changes” are allowed at any time at any facility.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition 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, as defined by our practice facility rules, as well. 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.

CAJ/CASA has staggered practices, with different groups arriving and departing throughout the practice schedule. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

Additional rules to follow in locker rooms are as follows:

- No use of cell phones or cameras in the locker rooms.
- Swimmers who are 5 and older may not use the locker room of the opposite sex.

- Swimmers who are 12 and under must bring a “buddy” when using the locker room or restroom during practices.
- Adults are NOT allowed to be in the locker room alone with a minor athlete unless they are the guardian or parent of that athlete.
- Nor horseplay, running, or other dangerous activities in the locker room.
- Swimmers should clean up any excess soap or shampoo to prevent accidents.
- Swimmers may not hang out in the locker rooms.

PHOTOGRAPHY/VIDEOGRAPHY POLICY

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 common- sense procedures are not observed. Any photography behind swimmers on the blocks at swim meets is disallowed and forbidden.

Members of CAJ/CASA agree to the publishing of a photograph of a swimmer under 18 either on the team website, social media or other promotional pieces or media.

The publishing of a photograph of a swimmer under age 18 either on a notice board, in a published article, video recording (including streaming), and/or social media/website, should only be done with parent/guardian consent. This form is provided during the registration process. The consent form is attached to the handbook. Parents/Guardians can revoke their consent at any time.

A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. CAJ/CASA hereby informs parents and swimmers of the team that photos that may go to press or on a notice board, be it through a member of the club or official photographer. Parents have the right of refusal if they do not wish photos of their swimmer to be used.

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.

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

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

CAJ/CASA PHOTOGRAPHY/VIDEOGRAPHY CONSENT

CAJ/CASA may wish to take photographs (individually 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. Members of CAJ/CASA agree to use and publication of any photo or video material, unless they have revoked consent.

As the parent/caregiver of _____, I allow the following:

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/social media

Consent Given

Consent Refused

Video for training purposes only

Consent Given

Consent Refused

PARENT PRINTED NAME: _____

PARENT SIGNATURE: _____

DATE: _____