Documentation of Revisions to Team Handbook

Rev 1- May 6, 2009, minor revisions to job descriptions of board members and committees Rev 2-July 26, 2009, entered revised training group requirements

Rev 3-September 1, 2009, revised Board of Directors job descriptions

Rev 4-September 29, 2009, correction to Appendix C-Meet Entry Instructions step 1 Rev 5-January 27, 2010, revised discipline policy and swimmer suspension for late fees

Rev 6-September 10, 2013

* revised team history, coaching descriptions, group descriptions, added bullying policy, safe sport policy, added and revised fundraising and volunteering/service descriptions

Rev 7-October 15, 2013

* revised Head Coach roles and responsibilities

Rev 8-July 9, 2015

* revised language regarding cancelling membership and going “inactive”
* revised USA Swimming Meets including adding “Advanced Travel Meet” language
* revised Appendix A, financial, fundraising, and service hour obligations

Rev 9-Feb 26, 2016

* updated training groups and requirements
* revised insurance language
* updated termination process
* updated apparel requirements

Rev 10-Aug 26, 2016

* updated training groups and requirements
* revised family fundraising requirements
* added financial assistance information

*Rev 11-July 3, 2017*

* *Updating groups names and groupings*
* *Added group prices*
* *Updating service hour requirements and unworked hour fine increase*
* *Updated Team Managers email address*

PEARLAND AQUATICS



TEAM HANDBOOK

Last Revised July 2017

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PEARLAND AQUATICS TEAM HANDBOOK

### Introduction and Team Philosophy

The purpose of this handbook is two-fold: to explain to new members just what Pearland Aquatics (PEAK) is and to outline various policies that affect all swimmers, year after year. The handbook attempts to address most situations PEAK member families may encounter; however, situations may arise that are not mentioned. Therefore, the board and coaching staff reserve the right to address any situation on a case by case basis. All families should read the handbook so that they may become familiar with important facts and rules of the club.

### General Description and Objective

PEAK services the NORTHERN Brazoria, Galveston, and Fort Bend counties.

### Mission Statement

PEAK’s mission is to develop contributing members of the community, a competitive atmosphere of good sportsmanship, and the value of teamwork through the sport of swimming.

### Vision Statement

PEAK’s vision is to have athletes competing at the highest levels of local, regional, state, national, and international competition through the technical/physical development of our athletes and educational development of our coaching staff; both will be supported by a fiscally and organizationally responsible board of directors.

### USA Swimming

Parts reprinted from “A Tradition of Excellence” by USA Swimming. USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 300,000 registered athletes, 25,000 non-athletes and 3,000 swim clubs.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, USA Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its member clubs and age group swimmers.

USA Swimming hosts three major swimming meets each year--the Phillips 66/USA Swimming Spring and Summer National Championships, and the US Open, sponsored by Speedo America.

Sixty-six percent (66%) of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USA Swimming could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year-round athletes pay an annual registration fee. For current fee amounts, contact the PEAK registration coordinator. Athletes receive a membership card (held by the CSC registration person) and have both liability and secondary medical insurance coverage.

PEAK is a club member of USA Swimming. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the- art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the “wet” side of the sport receives a tremendous amount of money and attention, but the “dry” side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its’ membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. *Splash* is a bi-monthly publication providing current and timely information of interest to all USA Swimming members. *Lanelines*, the USA Swimming coaches newsletter, is also included in *Splash*.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist in answering questions or providing additional information about USA Swimming. For information or assistance, contact:

USA Swimming National Headquarters One Olympic Plaza

Colorado Springs, CO 80909-5770 (719) 866-4578

### Team History and Coaching Staff

Pearland Aquatics (PEAK) was established in the summer of 2006. Prior to 2006 the club was known as Synergy Aquatics Club. Head Coach Juan Caraveo started the club with 20 swimmers in the fall of 2003 at Harby Junior High in Alvin, TX. The club moved from Harby Junior High to Alvin High School in January of 2003, to Manvel High School in October of 2006. The team quickly grew from 30 swimmers to 60 the year PEAK moved to Manvel High School and has continued to grow to its current roster size of roughly 250, *necessitating a move to the modern Pearland Recreation and Natatorium. Coach Juan has move on to USA Swimming in Colorado, and Coach John Burke is the head coach. Coach John is an ASCA 4 level coach with a significant history of coaching success that can be reviewed at pearlandaquatics.org.*

COACHING STAFF

Nothing has a greater influence on the quality of any sport than the excellence of the coach. The PEAK staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for coaches of any sport in the United States. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time a swimmer spend swimming with PEAK will be quality time.

### Coaches Responsibilities

The coaches’ job is to supervise the entire competitive swim program. The PEAK coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve themselves to be the best they can be. Therefore, the coaches must be in total control of matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the PEAK coaching staff. Each group’s practices are based on sound scientific principles and are geared to the specific goals of the group.
3. The coaching staff will make the final decision concerning which meets PEAK swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer will enter.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Before and after each race the coaches will offer instruction regarding the swimmer’s performance.
5. The building of a relay team is the sole responsibility of the coaching staff.
6. The Head Coach has the authority to dismiss any swimmer or family member. The Board should be notified of intention to dismiss the swimmer or family member, but may not over-rule the Head Coach.
7. The Head Coach determines policy on parent observation at practice. Has the authority to ask any or all parents to relocate from a practice or competition for behavior deemed disruptive. The Head Coach has the authority to ban any parent or group of parents from any practice or PEAK organized activity.

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

### Team Training Group Levels

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

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each swimmer is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making training group assignments based on a swimmer’s physical, mental, and emotional level of development.

**PEAK Tech Fit**

This non-competitive, group focuses on training and improving technique for summer league swimmers and, those wanting an exercise program and those wanting to practice or cross train in a learning environment. This group does not attend USA Swimming meets and does not have fundraising requirements or volunteer hours. **Each month requires registration on our website as well as payment - first come, first serve.**The monthly payment is $115/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing. This group is for ages 6-18 years old. Requirements to join include 25 yards of freestyle and backstroke unassisted. They practice three days per week for one hour.

The Tech Fit follow the PISD school calendar, so there will be no Tech Fit practices on days when school is not in session. There is a maximum and minimum number of swimmers needed to be able to offer each Tech Fit session. There are no refunds given for this group unless written notice is received at least 5 days before the start of the session that your swimmer will not be participating in. The Tech Fit group is off for the summer months of June, July and August.

**Summer Program: PEAK Hot Tamales**

Our summer league runs from the beginning of June to the end of July while the Tech Fit are not in session. Please visit [**www.peakhottamales.com**](http://www.peakhottamales.com/) for more information on our summer league program.

**PEAK YEAR ROUND GROUPS:**

**Age Group I**

This foundational group is open to swimmers ages six to eight. Instruction is focused on the technical development of all four competitive strokes. As swimmers gain technical proficiency, they will learn competitive racing skills by becoming proficient in racing starts and turns. Fitness development is achieved through interval-based and race-pace training and will be the foundation for future increases in training intensity and volume. Swimmers also participate in basic dryland training to develop balance, flexibility, and coordination.

The technical and training focus of this group will prepare swimmers to compete in events for each stroke over 25, 50, and 100 yard/meter distances as well as the 100 IM. Age Group I swimmers will practice three days per week for one hour and fifteen minutes. They will participate in one meet per month in a program of events conducive to developmental readiness. For maximum program results, consistent practice attendance is emphasized with a minimum monthly attendance of 70%. The monthly payment is $115/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Age Group II (Red and Blue)**

At the age group developmental level, this group is open to swimmers ages nine and ten. Instruction is focused on the technical development and refinement of all four competitive strokes with an emphasis on racing skills. Swimmers master racing starts, turns, and underwater kicking. Fitness is developed through interval and race-pace training, providing the base for future training intensity and volume. Dryland training is used to develop balance, flexibility, coordination, and core strength.

The technical and training focus of this group prepares swimmers to compete in IM events as well as events for each stroke competed over 50, 100, and 200 yard/meter distances as well as the 500 freestyle. Age Group II (Red and Blue)swimmers practice four days per week for one hour and thirty minutes. They will participate in a full meet program over the course of two days in one meet per month. For maximum program results, 100% attendance is emphasized with a minimum monthly attendance of 75%. The monthly payment is $130/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Bronze I**

As an age group developmental group, Bronze I is open to swimmers ages eleven and twelve. Instruction is focused on the technical development and refinement of all four competitive strokes with an emphasis on racing skills. Swimmers master racing starts and turns and develop an understanding of competitive strategies. Fitness is developed through interval and race-pace training with an emphasis on technique. Dryland training is used to develop flexibility, coordination, and core strength.

The technical and training focus of this group prepares swimmers to compete in IM events as well as 50 and 100 yard/meter distances for each stroke. Bronze I swimmers practice four days per week with one hour and thirty minutes on weekdays, and one hour and fifteen minutes on Saturdays. They will participate in one meet per month. Swimmers are encouraged to maintain 75% practice attendance. The monthly payment is $145/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Bronze II**

This advanced age group is open to eleven to twelve-year-old swimmers who have prior training experience and technical proficiency in all four strokes as well as racing starts and turns. The goal for this group is to achieve higher time standards as well as higher-level competition requiring qualification. Swimmers in this group work to develop more refined technique in all strokes. Fitness is developed through progressively rigorous training techniques and dryland training.

The technical and training focus of this group prepares swimmers to compete in IM events as well as the 50, 100, and 200 yard/meter distances of each stroke and the 500 free. Bronze II swimmers practice five days per week for two hours. Bronze II swimmers are expected to participate in a full meet program of two or three days every 4 weeks. For maximum program results, 100% attendance is encouraged with a minimum monthly attendance of 80%. The monthly payment is $160/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Silver I**

Silver I is open to swimmers ages thirteen to fourteen. Instruction is focused on the technical development and refinement of all four competitive strokes while building competitive racing skills. Fitness is developed through increasingly challenging training and race strategy as well as dryland training.

The technical and training focus of this group prepares swimmers to compete in IM events as well as 100 and 200 yard/meter distances of each stroke and the 500 and 1,000 free. Workouts for Silver I swimmers are offered four days with weekday practice of 1 hour 45 minutes and Saturday practices of 1 hour 15 minutes. Swimmers in this group will participate in one meet each month. Swimmers are encouraged to maintain 75% monthly practice attendance. The monthly payment is $140/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Silver II**

Silver II is available to swimmers ages twelve to fourteen who have prior advanced training experience and are technically proficient in all four strokes, racing starts and turns. The focus of this group is to achieve high-level time standards and competition qualifications. Swimmers continue to refine stroke technique for optimal efficiency in all four strokes. Through rigorous training, swimmers develop fitness in preparation for senior level swimming. Dryland training is used to support strength and flexibility gains in the pool.

The technical and training focus of Silver II prepares swimmers to race all events at all distances for each competitive stroke and IM. Silver II swimmers are expected to participate in a full meet program of two or three days every 4 weeks. Silver II swimmers practice six days per week for two hours. During the summer months, this group will do two practices on certain days. For maximum program results, 100% attendance is encouraged with a minimum monthly attendance of 85%. The monthly payment is $170/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Senior**

The Senior group is open to swimmers ages fourteen to eighteen who are in ninth through twelfth grades. This group focuses on technique within the four competitive strokes and implements a training plan consistent with the High School competition schedule. Fitness is developed through increasingly challenging training and race strategy as well as dryland training.

The technical and training focus of this group prepares swimmers to race all events at all distances for each competitive stroke and IM. Workouts are offered four days per week for 1 hour 45 minutes on weekdays and 1 hour and 30 minutes on Saturdays. Senior group swimmers are encouraged to participate in one meet each month. For maximum program results, consistent attendance is encouraged. The monthly payment is $140/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**Gold**

The Gold group is open to swimmers ages thirteen to eighteen who are entering high school. To qualify for this group, swimmers must have demonstrated a strong work ethic through high-level practice attendance and effort, commitment to the PEAK program through full participation in competition, and an intrinsic desire to reach the highest level possible in the sport. Gold group swimmers follow a demanding training program designed to prepare athletes to perform from the Sectional level to national and international level competition as well as to provide the opportunity for participation at the collegiate level. Fitness is developed through progressively demanding volume and intensity with a focus on the correlation between training performance and competition performance. Dryland training develops strength and flexibility to support high level performance.

Workouts for the Gold Group are offered six days per week for two hours and forty-five minutes each day with additional morning workouts offered throughout the school year. The training load increases to daily double workouts during holiday and summer school breaks. These swimmers are required to prioritize and participate in all assigned practices, meets, and team events. For maximum program results, 100% attendance is encouraged with a minimum monthly attendance of 90%. The monthly payment is $185/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing.

**COLLEGIATE GROUP**

This group is for swimmers currently swimming at the collegiate level that want to practice with us while home on break. They will practice with our Gold group but will only attend one practice per day when practice is offered. The monthly payment is $115/monthly session, but is subject to change. Check the PEAK website for the most accurate pricing. Current USA Swimming Registration required.

**For all groups**: If a swimmer arrives more than 20 minutes late to practice, it is at the coach’s discretion whether the swimmer will be allowed to participate in the practice session. If the swimmer is not allowed to practice, it will be at the coach’s discretion, based on his/her conversation with the swimmer, whether the missed practice will be considered excused or unexcused.

**\*\*Attendance for groups with practice expectations: Age Group 1 (70% per month), Age Group 2 (75% per month), Bronze II (80% per month), Silver II (85% per month) and Gold (90% per month):**

The following are considered excused absences for training groups with practice expectations:

* Medical situations or illnesses (verified by doctor’s note or school attendance record)
* High School swimming competition (Silver II and Gold)
  + High School swim team members should meet with their High School swim coaches to determine which High School meets are mandatory and which are optional.
  + Swimmers should plan to attend PEAK practice on the dates of optional High School meets to maintain continuity of their PEAK training.
* Family illness/death
* Training pool closure

The following are considered unexcused absences for the Silver II and Gold groups.

* Summer league practice
* Summer league meets
* High School swimming practice
* High School water polo practice
* High School water polo games

**Late Arrivals and Early Departures from Practice for Age Group I, Age Group II (Red and Blue), Bronze II, Silver II, and Gold groups:**

Swimmers in Age Group I, Age Group II (Red and Blue), Bronze II, Silver II and Gold have very specific pre-training dry land and warm-up routines as well as end-of-practice cool down sessions. These pre-training and post-training activities are critical to athlete conditioning and minimizing the chances of injury. Additionally, leaving practice early may result in that practice session being counted as an absence. Again, it will be at the coach’s discretion, based on his/her conversation with the swimmer as to whether the practice will be considered an excused or unexcused absence. Communication is the key in these situations! It is very important for swimmers in these training groups to communicate with their coaches about late arrivals or early departures. Whenever possible, late arrivals and early departures should be communicated to the coach in advance so he/she can let the swimmer know whether or not they should come to practice and/or if the practice will be counted as excused or unexcused.

### Swimmer’s Training Seasons and Responsibilities

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the PEAK training groups. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor.

WINTER OR SHORT COURSE

The team trains in two locations during the short course season: Manvel High School and on occasion, Alvin High School.

SUMMER OR LONG COURSE

The team trains in two locations during the long course season: Manvel High School and Independence Park.

PRACTICE AND ATTENDANCE RESPONSIBILITIES

The following guidelines are to inform parents and swimmers of the coaches’ policies regarding practice. These policies have been designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level to attend practices increases as swimmers move to higher groups.
2. For the swimmers protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over.
3. In case a swimmer is late for practice, it is our hope that the parents will send a note with the swimmer explaining the reason for tardiness.
4. Plan to stay the entire practice. The last part of practice is very often the most important and many times this is when the coaches provide swimmers with important announcements and information. In the event that your swimmer needs to be dismissed early from practice, prior contact from the parent (phone call or email) or a note from the parent for each dismissal is requested.
5. Occasionally, most of the groups may be attending a meet, in which case parents will be notified via the website or email of a practice change or cancellation.
6. Swimmers are to enter the MHS building at the south side of the building and go directly to the pool area. A swimmer found in any other part of the building could damage our relationship with the high school.
7. While in the pool area, swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach’s permission.
8. Swimmers and siblings not participating in a practice session are the parent’s responsibility. PLEASE WATCH YOUR CHILDREN. If you have younger children that do not swim, please do not let them run around unsupervised. This includes, but is not limited to: no running around in the halls, playing in the bathrooms, and climbing on the diving boards. The club has an obligation to act as guests in any facility we rent (both swimmers and families). Every member of the club needs to do everything possible to respect this privilege. Any damages to rental facility property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
9. Parents are not allowed on the pool deck during practice unless it is an emergency. Parents are allowed to observe practice from the bleachers or the hallway outside the pool. The gym is strictly OFF LIMITS. Please be considerate and keep conversations at a low volume level when sitting in the bleachers. Cell phones are prohibited. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

11. In the summer, parents may observe outdoor practice from the concession area of the outdoor pool.

ILLNESS AND INJURY

Whenever possible, the coach should be informed in advance of an illness or injury. It is helpful to find a family physician who appreciates the importance of participation and who understands the consequences associated with missed meets and training sessions.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaching staff of the problem.

SWIMMER TRAINING RESPONSIBILITIES

As a swimmer’s level of swimming ability increases, so does his/her responsibility. This program is designed to encourage all swimmers to be Senior Swimming-bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specific training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer’s responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

CODE OF CONDUCT

All PEAK athlete members will be required to sign the PEAK Code of Conduct See copy in Appendix B. Additional conduct requirements are listed below.

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state and country.

### Discipline and Dismissal Policies

PEAK’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 when possible; respect your facilities: clean up after yourself and teammates if necessary.

Major infractions will be dealt with in the following manner:

First offense: conversation with coaching staff Second offense: parent/swimmer/coach conference Third offense: suspension from practice

Fourth offense: dismissal from team

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. The Board should be notified of intention to dismiss the swimmer or member family, but may not over-rule the Head Coach.

### PEAK Parents Roles and Responsibilities

YOUR SWIMMER NEEDS YOU

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join PEAK and reacquaint yourself with this section if you are a returning PEAK parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been.

Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children’s athletics. The following guidelines will help you keep your child’s development in the proper perspective and help your child reach his/her full potential as an athlete.

The coach is the Coach! We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable and oftentimes insurmountable confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint please contact the coach.

The coach’s job is to motivate and constructively criticize the swimmer’s performance. It is the parent’s job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

“Ten and Unders” are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer. Parents and coaches must be patient and permit these swimmers to learn to love the sport. When a young swimmer first joins PEAK, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Even the very best swimmer will have meets where they do not do their best times. These “plateaus” are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these “poor” meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

Finally, the greatest contribution you can make to your swimmer’s progress is to be a loving and supportive parent. On the next page of this handbook is a reprint of an article called, “The Ten Commandments for Parents of Athletic Children.” It offers some very useful and sound advice on communicating with your swimmer.

PARENT RESPONSIBILITIES

1. In Appendix “A” there is a copy of the “Terms and Conditions for Participation with PEAK” that you signed when you registered with the Club. Please familiarize yourself with these items.
2. Please make every effort to have your swimmers at practice on time. Realize that your swimmer is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.
3. Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).
4. Get involved! Except for our coaches, PEAK is an all-volunteer run organization. There are many opportunities for you to help out with the team. Later in this handbook, you will see a list of board and committee positions. If you have interest or experience in any of these, contact the PEAK Team Manager, teammanager@pearlandaquatics.org. Lisa will put you in touch with the appropriate committee chair.
5. PEAK wants to build a reputation in the state and throughout the country of hosting swim meets of the highest caliber. Swim meets are also a great source of team revenue. It takes a lot of help to run an effective swim meet. Therefore, we need everyone to get involved. At minimum, every PEAK family is expected to provide one worker per session during PEAK hosted meets. .
6. Read and remember the “Ten Commandments for Parents of Athletic Children,” below. The guidelines provided will help make the PEAK swimming experience more rewarding and enjoyable for you, your swimmer, his/her team mates, and the coaches.

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|  | THE TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN  Reprinted With Edits from *The Young Athlete* by Bill Burgess included in “The Swim Parents Newsletter”   1. Make sure your child knows - win or lose, scared or heroic – you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement. 2. Try your best to be completely honest about your child’s athletic ability, competitive attitude, their sportsmanship, and actual skill level. 3. Be helpful, but don’t coach him or her while driving to and from the pool, or at breakfast, and so on. It’s tough not to, but it’s a lot tougher for the child to be inundated with advice, pep talks and critical instruction. 4. Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun. 5. Try not to re-live your athletic life through your child in a way that creates pressure. You lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don’t pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment. 6. Don’t compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete. 7. Don’t compare the skill, courage, or attitudes of your child with other members of the team. 8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership. 9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting. 10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort. |  |
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### Transporting Swimmers to Practice and Meets

The following is a transportation policy that is in effect for all functions related to the club:

*It is hereby the stated policy of PEARLAND AQUATICS, effective immediately and until either revoked or restated by the PEARLAND AQUATICS Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the PEARLAND AQUATICS as a purely private agreement between the parties involved and that neither the PEARLAND AQUATICS, nor the PEARLAND AQUATICS Board of Directors, separately or as a group, except for the parties directly involved, can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.*

### Communication from the Team

The team website, www.pearlandaquatics.org, will be the main source for all team information and communication. Additionally, information may be posted at the Manvel High School natatorium. Please watch for notices and other information posted at either end of the pool. Most email communication will be processed through the website, however occasional notices will be emailed from board members or coaches. Please ensure that the primary email address listed in your family’s online account is current and that it is the address you wish to receive team communication, including your monthly invoice.

### Communicating with the Coaches

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

1. Try to keep foremost in your mind that you and the coach have the best interests of your swimmer at heart. If you trust that the coach’s goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Remember that the coach must balance your perspective of what is best for your swimmer with the needs of the team or a training group that can range in size from 20-200 members. On occasion, an individual swimmer’s interest may need to be subordinate to the interests of the group. In the long run, the benefits of membership in the group compensate for the occasional short-term inconvenience.
3. The best way to speak to the coaching staff is after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending an e-mail is another good way of communicating. There are links to the coaches’ email addresses on the “Coaches” page of the team website.
4. If another parent uses you as a sounding board for complaints about the coach’s performance or policies, be empathetic, but please encourage the other parent to speak directly to the coach. The coach and that parent are the only ones who can resolve the problem.

### Resolving Concerns and Differences with your Swimmer’s Coach

1. If your swimmer swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above.
2. If your swimmer’s immediate coach cannot satisfy your concern, then contact the head coach and ask him to join the dialog as a third party. This can be conducted in person or via email. If you need to schedule a meeting with the coaches and it will take more than 10-15 minutes before/after practice, please contact them to schedule an appointment.
3. If neither coach has been able to satisfy your concerns, please submit your concerns via email to the PEAK Board of Directors, at [Peak\_Board@Pearlandaquatics.org.](mailto:Peak_Board@Pearlandaquatics.org) The board president will then take charge of addressing your concerns and will respond to you once the issue has been researched and resolved.

### Board of Directors and Committees

PEAK BOARD OF DIRECTORS- ROLES AND RESPONSIBILITIES

The role of the PEAK Board of Directors is to manage the “dry side” of the team providing strategic direction to lead the team to its next level of excellence. Boar responsibilities include internal and external team communication, managing necessary business functions, and assisting and supporting the coaching staff in their pursuit of excellence on the “wet side” of the team.

President

* Conducts meetings
* Counsels coaches, board members, and membership
* Facilitates communication between the membership, board and coaches
* Coordinates all meeting agendas
* Appoints committees
* Calls of special meetings
* Delegates authority and responsibility
* Creates a schedule for monthly Gulf Swimming meetings
* Coordinates pool and other rental facility contracts
* Manages legal issues
* Researches and responds to member grievances

Vice President

* + Conducts meetings in absence of President
  + Recommends support committees
  + Facilitates communication between the board and team committees and provides updates on committee activities at board meetings
  + Responsible for maintenance of the “News” section of the team website
  + Acts as Gulf Swimming representative

Treasurer

* Manages payroll/benefits
* Budgets
* Manages team bank account
* Files taxes
* Pays team bills
* Maintains receipts
* Prepares financial reports
* Collects fees and dues
* Pays LSC fines and penalties
* Fundraising committee reports to treasurer
* Merchandise committee reports to treasurer

Secretary

* Maintains business records
* Creates and distributes meeting minutes
* Maintains historical records
* Responsible for club mailings
* Writes necessary letters and thank you notes
* Revises and maintains team by-laws and policies
* Maintains/updates the team handbook
* Maintains/updates forms
* Maintains project lists and tracks task completion
* Maintains team roster and registration forms
* Responsible for managing the team post office box
* Responsible for maintaining the calendar on the team website

Member(s) At Large

* + Coordinates media relations including news releases and media interviews
  + Manages internal and community relations
  + Acts as Gulf Swimming representative
  + Responsible for team photography
  + Coordinates parent education efforts

### Committees – Roles and Responsibilities

Registration Committee

* + Coordinates and submits USA Swimming registration including board members, officials, meet director, safety coordinator, coaches and swimmers
  + Provides updates to team roster and team registration forms to Secretary
  + Maintains USA Swimming forms and distributes ID cards
  + Coordinates coaches registration and certification
  + Responsible for maintaining and updating as necessary all registration paperwork
  + Organizes registration dates

Social Committee

* + Schedules and plans parent meetings working with the board and head coach
  + Plans team parties
  + Coordinates quarterly team activities
  + Plans and manages “Team Day” in September

Meet Committee

* + Coordinates timers for meets
  + Coordinates meet volunteers for team-hosted meets
  + Acts as central distribution point for ribbons/medals
  + Responsible for special meet recognition- TAGS/Sectionals clothing and bags
  + Books hotels for team travel trips
  + Meet director is a member of this committee

Fundraising Committee

         Establishes Fundraising Plan based on the Board’s determination of the Fundraising Need and Family Fundraising Requirement

         Develops and manages fundraising methods for members to use to earn their fundraising requirement

         Coordinates Annual Swim-a-thon

         Seeks and manages business Sponsorships

         Maintains Fundraising Admin System

         Tracks fundraising income and expense data

         Provides Monthly Report to the Board

Here is the text from the website if you would like to add more details:

### Why We Fundraise:

PEAK expenses include coaches’ pay, lane rental, USA Swimming and Gulf Swimming fees, operating expenses, travel and enrichment expenses. Income to pay for these expenses comes from tuition and fundraising.

The Fundraising Requirement gives families the option of earning or donating (tax deductible donation) this portion of income needed to cover our team expenses.

Fundraising beyond the requirement is optional. However, it is encouraged to increase savings to support the goals of the team for things such as competition travel, equipment, international travel and acquiring an independent training facility.

**Family Fundraising Requirement $*200***

Each family is required to contribute $*200* by June 30 each year to meet the fundraising requirement. If the requirement is not met the account will be billed the remaining balance on August 1. The contribution can be made by earning the amount with any of the fundraising methods or paying the amount directly to the team

Volunteer Committee

* + Assists meet committee in securing volunteers for team-hosted meets
  + Coordinates volunteer activities for other team events
  + Tracks family volunteer hours
  + Enters volunteer hours in the online tracking system

Team Merchandise Committee

* + Maintains relationships with gear suppliers
  + Maintains team gear inventory
  + Orders all team clothing and gear
  + Orders team awards
  + Coordinates and schedules team “gear nights” where families can order team products
  + Takes orders from families for team merchandise and arranges distribution of orders

### Financial and Insurance Information

FEES AND PAYMENT POLICIES

Each PEAK family will be responsible for the following regular fees. Some fees only apply to those in the special circumstances indicated in the fee explanation. Visit the PEAK website at [www.pearlandaquatics.org,](http://www.pearlandaquatics.org/) for current fee structure and details.

* 1. Monthly dues- All Swimmers. Determined by assigned training group of swimmers. A multi- swimmer discount is applied for those families with multiple swimmers on the team.
  2. Annual USA Swimming Registration Fee- All Swimmers. Dues for each registered swimmer paid to PEAK and then submitted to USA Swimming.
  3. Annual PEAK Registration Fee- All Swimmers.
  4. Meet Entry Fees- For swimmers who participate in a meet. Meet entry fees vary and are published in the meet invitation. Each entry PEAK submits will also be assessed a $2.00 processing fee. These fees will be deducted from the swimmer’s meet escrow account. Meet Entry Fees are not refundable after the entry deadline is past, even if the swimmer does not swim in the meet.
  5. Reinstatement Fee- Payable by swimmers who leave the team or go inactive during a registration year, and return to the team.
  6. USA Swimming Transfer Fee- For currently registered USA Swimming members who transfer from another USA Swimming club to PEAK.

IMPORTANCE OF TIMELY PAYMENT

Characteristic of any business, PEAK expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all PEAK parents to pay their swimmer’s monthly installment on or before the due date each month, just as you do your credit card, mortgage or utility payments. If fees are not current, your swimmer may not be allowed to participate in practice.

*FINANCIAL ASSISTANCE*

*Limited financial assistance is available for those families that are experiencing short term financial difficulties. Contact the Board of Directors Vice President who will provide an application form. The Vice President will recommend approval or disapproval to the Board as a whole with the President holding the final approval. Financial Assistance can only be granted for two consecutive seasons. The short course season and the long course season constitutes two seasons. Separate application and approval must be made each season. Financial Assistance will not automatically renew and PEAK will not seek out those who previously received financial assistance to see if they wish to continue for the second season. Contact the Board Vice President for any details or questions.*

### Termination

Termination Policy: Our swim year runs from September 1 to August 31. If at any time you would like to withdraw your swimmer from the team, you will need to fill out the Termination Form on our website and submit it to the address on the form by the 25th of the month prior to when you wish your swimmer to leave. If we don't receive the form by the 25th of month you will still be financially responsible and will be charged for the upcoming month. The Termination Form can be found on the PEAK website under the Info Tab.

If you decide to withdraw your swimmer from the team before the fundraising and service hour deadlines, any amount not earned and credited at the time of the withdrawal will be due at the time we receive your Termination Form and will be charged to the card you have on your PEAK account. Service hours can only be earned by PEAK families with active swimmers on our team. Once you withdraw your swimmer, you are no longer eligible to earn service hours towards your requirement.

If you have any questions about any billing you may have received, please contact the PEAK Treasurer or any board member who will put you in contact with the Treasurer.

At times a swimmer may need to go “inactive,” for a period of time due to long-term illness or injury. Notification of the need to go “inactive,” must be submitted to the Team Manager except in emergency circumstances, prior to the swimmer’s last practice. Medical release from a doctor must be submitted to the Team Manager before the swimmer may return to practice. Notice to go on long term medical leave must to be sent to the Team Manager at [[teammanager@pearlandaquatics.org](mailto:teammanager@pearlandaquatics.org)](mailto:L.Kosinski@msn.com) at the time they stop practice. They need to notify the Team Manager again before they return to practice. at the time they stop practice. They need to notify the Team Manager again before they return to practice.

### Insurance

Insurance for swimmers is provided by USA Swimming only. Pearland Aquatics does not carry additional insurance. You may refer to this portion of the USA Swimming website for insurance information: [http://www.usaswimming.org/DesktopDefault.aspx?TabId=1651&Alias=Rainbow&Lang=en](http://www.usaswimming.org/DesktopDefault.aspx?TabId=1651&Alias=Rainbow&Lang=en%20)

### USA Swimming Meets

### Meet Philosophy

COMPETITION...and the winner is...

The PEAK staff does not see the first place person as the only winner. We look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

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

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

PEAK Philosophy of Competition

PEAK engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual’s improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a “good” and a “bad” swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the PEAK coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach’s job to offer constructive criticism of a swimmer’s performance. It is the parent’s responsibility to provide love and encouragement that bolster the swimmer’s confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer’s “best” stroke changes as they mature and his/her body goes through physical changes.

What If Your Swimmer has a Disappointing Swim?

If your swimmer has a poor race and comes out of it feeling bad, talk about the good things. If your swimmer comes up to you and says, “That was a bad race, don’t tell me it wasn’t,” there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the swimmer not to dwell on it. You should move the swimmer on to something good. “All right, you have had a bad race. How do you think you can do better next time?” Immediately start talking about the positive things.

### Competitive Strokes

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

VERY BASIC SWIMMING RULES

Starts

The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not-it does not matter), they will be taken out of the race.

Turns and Finishes

1. Freestyle: feet have to touch the wall
2. Backstroke: during the turn a swimmer may roll to their stomach, take one freestyle stroke, complete the flip, and must push-off on their back. At the finish a swimmer must finish on his/her back. A swimmer may not roll over and grab the wall until they have first touched it.
3. Breaststroke and Butterfly: swimmers have to touch with both hands at the same time. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly. When swimming butterfly, both arms must move at the same time.

### Swim Seasons

The swimming year has two seasons, short course and long course. The short course season is swum in 25- yard indoor pools and generally runs from September through March. The long course season runs from April through July and competes in 50-meter pools, most of which are located outdoors. PEAK participates in a minimum of one meet a month. Information is available at practices and on the website, and meets are posted on the monthly practice calendar.

### Levels of Achievement

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

Within each age group there are different nationally recognized levels of achievement based on times. As they improve, they advance from “B,” to “BB,” “A,” “AA,” “AAA,” and ultimately “AAAA.” The times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels. In some cases, a swimmer may be in a different class in each stroke. An example: a “B” breaststroke time, a “BB” freestyle time, and an “AA” backstroke time. Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

### Types and/or Levels of Swim Meets

Dual Meets – Occasionally, PEAK will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

Open Meets – Unclassified meets open to all currently-registered USA Swimming members, regardless of the time standard that he/she has or has not met. These meets are great places for novice swimmers to establish qualifying times.

Some open meets may be restricted to certain age brackets. For example, the first meet of this year’s short course is a 10 & Under Open. This meet type of meet is open to any swimmer who is 10 or younger as of the time of the meet. Most invitations will indicate the birthday cutoff as of the first day of the meet. For example, a meet scheduled for October 1-2, would probably indicate that the swimmer must be 10 or younger on October 1.

Some meets restrict swimmers who can enter that particular meet based on their swim times. All swimmers entering the water for the first time are classified as “C” swimmers. As they swim events and achieve faster times, their times are categorized using USA Swimming’s “Age Group Motivational Times.” The time standards are on the Gulf Swimming website under the “Time Standards” link on the left of the page. From slowest to fastest they are: B, BB, A, AA, AAA, AAAA and so on.

Classified Meets – meets that restrict swimmers based on swim times. Classified meets are generally grouped as follows:

--BB and Under — the swimmer’s qualifying times must be slower than A times in the event entered.

--A and Up — the swimmer’s qualifying time must be at least as fast as an A time in the event entered. Qualifying Meets — have their own time standards. The invitation for the meet will have either qualifying times or cut-off times or both identified.

--Qualifying Times — the minimum/slowest allowable time swum for the event.

--Cut-Off Times — the maximum/fastest allowable time swum for that event.

In addition to the basic designation concerning which swimmers can attend, there are often additional entry qualifications listed on the meet invitation that are important to note, as they can often increase the number of events a swimmer can swim at a particular meet.

*Meet Type Examples:*

10 & Under Open: This meet title indicates that swimmers of all abilities may enter with any times as long as the swimmers are 10 years old or younger as of the deadline indicated in the meet invitation. The age cutoff deadline is generally as of the first day of the meet. These meets are also generally open to swimmers with “NT,” or No Time, meaning a swimmer has not swam that event at a USA Swimming meet.

BB & Under Meet: This meet, when no age limit is indicated, is open to any swimmer with times no faster than the BB times listed in the USA Swimming “Age Group Championship Based Standards.” These meets are also generally open to swimmers with “NT,” or No Time, meaning a swimmer has not swam that event at a USA Swimming meet.

14 & Under A Meet: This meet title indicates that swimmers participating would be 14 or younger and have at least “A” times in the events they’ll be swimming. The designation of A, BB, B, is based on USA Swimming “Age Group Championship Based Standards.” The time standards are posted on the Gulf Swimming website under the “Time Standards” link on the left of the page. There are exceptions to the time standards for some meets however, as an “Up/Down” rule often applies. More information on additional rules follows.

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

State Championships – At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Texas Swimming, the governing body of swimming in the state of Texas. Texas swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national “A” and “AA” time standards. There are two championships held each season: the Age Group Championship for swimmers 14-Under and the Senior Championship open to any swimmer in the state who has met the qualifying standards regardless of age.

Zone Championships – After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national “AAA” time. This is an all-star meet where swimmers compete as a member of the Texas Zone team competing against other states.

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

### Advanced Travel Meets:

Each Peak Swimmer that qualifies for an advanced level meets (sectionals, zones, invitationals, nationals, etc.) that are held outside of the state of Texas will be eligible to be compensated for related expenses up to $250 per meet. This applies when Gulf Swimming does not arrange or compensate travel to the same meet. Parent’s travel will not normally be compensated.

Chaperones for Advance Travel Meets:

Peak coaches may request chaperones to attend advanced travel meets to help with the logistics of these meets, especially when younger swimmers are involved. Chaperones should be the same gender as a majority of the swimmers attending. Parents of swimmers can serve as chaperones so long as they meet the gender requirement and understand that they are there to assist the coaches and all of the swimmers attending. All chaperones must adhere to USA Swimming qualifications and requirements for chaperones. Qualified chaperones are eligible to have their reasonable travel expenses compensated by Peak Swimming.

### The Annual Meet Schedule

Every year, Gulf Swimming gives its associated teams the opportunity to bid to host a meet in the upcoming season. By spring, the Gulf Swimming scheduled is set for the following Short and Long Course season.

Because there are so many teams and swimmers in the Gulf region, certain teams are “invited” to attend certain meets in the area.

Each season’s meet schedule is posted on the team website at the onset of the season.

1. The meet schedule has been established by the coaching staff with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification (two meets for “Blue”) are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets that the coaching staff choose from offer no other alternative.
3. As a general rule, we will not permit any swimmer to compete on two consecutive weekends (except in championship meets). In a situation where there is a “developmental” meet one weekend and a “B” meet the following weekend, the swimmer must choose one meet or the other. This policy holds true for all levels of competition.
4. The coaching staff reserves the right to make the final decision concerning meets PEAK swimmers may attend.
5. Team Effort Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, PEAK swimmers who are qualified are highly encouraged to attend. The Texas State Age Group and Senior Championships are always considered “Team Effort Meets.”

Approximately four weeks before a meet entry deadline, the meet invitation and meet entry file is posted and available on the Gulf Swimming website. PEAK will then import those documents into our website and allow families to pre-enter the meet. When a meet is available for you to register, an “Attend Event” button will be available with the meet information on the “Meets/Events” page of the website.

Families will also be able to view the meet invitation to determine which days/dates work best with their family schedule. PEAK will also indicate an entry deadline on the website. At midnight on the date of the deadline, the “Attend Event” button is automatically removed from the website. If you have missed the deadline, you would need to enter the meet “on deck.”

It is important for parents to note that PEAK’s entry deadline will be earlier than the entry deadline noted in the meet invitations in order to allow the team to process entries and submit them to the host team by the host team’s deadline.

### Championship Meets

One of our team goals is to qualify as many swimmers as possible for the championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the championship meet is a special experience and extremely important in the athletes development. As our season progresses, all swimmers get excited and motivated to “go for a TAGS cut.” Unfortunately, some of swimmers do not have the consistent practice habits nor the USA Swimming meet experience to make the cut.

As an Age Group swimmer, our swimmers learn they swim faster at the championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to a championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

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

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

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

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

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

Meet Format: Prelims/Finals

In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the championship finals in the evening session. Some meets also swim a consolation final. If a swimmer places from 9th - 16th place in preliminaries, he/she qualifies to participate in the consolation finals in the evening session. In the evening finals session, the consolation heat is first, followed immediately by the championship heat. During the prelims, the results are usually posted within 1/2 hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim, he or she may “scratch” the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate.

USA Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

Circle Seeding

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

For an event with 60 swimmers, the seeding would look like this: #=swimmers seed in prelims (Lanes 1 - 8)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Lane | Lane | Lane | Lane | Lane | Lane | Lane | Lane |
| Heat 1 |  | #59 | #57 | #58 | #60 |  |  |  |
| Heat 2 | #55 | #53 | #51 | #49 | #50 | #52 | #54 | #56 |
| Heat 3 | #47 | #45 | #43 | #41 | #42 | #44 | #46 | #48 |
| Heat 4 | #39 | #37 | #35 | #33 | #34 | #36 | #38 | #40 |
| Heat 5 | #31 | #29 | #27 | #25 | #26 | #28 | #30 | #32 |
| Heat 6 | #21 | #15 | #9 | #3 | #6 | #12 | #18 | #24 |
| Heat 7 | #20 | #14 | #8 | #2 | #5 | #11 | #17 | #23 |
| Heat 8 | #19 | #13 | #7 | #1 | #4 | #10 | #16 | #22 |

The finals are seeded like a regular meet as are any “timed finals” events such as relays, distance freestyles and other events.

Awards & Placing

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer cannot be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

RECEIVING AWARDS IN PUBLIC

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

### Meet Invitations

At least three weeks prior to a swim meet, Gulf Swimming will post meet invitations on its web site, [www.gulfswimming.org.](http://www.gulfswimming.org/) When the invitation is available, a link to the invitation as well as an entry form will be posted on the PEAK website. The date, location, time, and order of events are included on the invitation.

Seasonal USA Swimming meets are usually held over a two- or three-day weekend. Championship meets may be even longer. The swimmer chooses the days and events within the invitation limitations. Male events are listed with even numbers, while female events have odd numbers. Swimmers should consult their coaches regarding meet and event selections.

### The Meet Entry Process

Once the links to the meet invitation and entry form are available, parents and swimmers should discuss which meets they’re interested and eligible to swim. Generally, there will be no more than two meets a month that a particular swimmer will be eligible for due to the structure of individual meets. To keep competition fair and to limit the number of swimmers at a particular meet, meets are generally structured with either an age limit, USA official time limit, or both.

The information below will briefly explain the meet titles and terminology. However, every meet has the potential to be different; therefore, it is important that parents thoroughly review a meet invitation before entering a swimmer for a particular meet.

There are generally two ways to enter a meet, either in advance through the team, or by entering “On Deck” for those meets that allow on-deck entry.

Entering in Advance – Visit the PEAK website and go to the “Meets/Events” page. Find the name of the meet you want to attend, then click “Attend this Event.” Then click the days/sessions each of your swimmers will attend the meet. Be sure you submit the entry before the deadline stated. At midnight on the entry deadline date, the “Attend this Event” button will no longer appear on the website. If you find you miss an entry deadline, you’ll need to enter the meet, “on-deck.” Be sure to consult your swimmer’s coach to determine which events he/she wants your swimmer to swim. Once the PEAK entry deadline has passed, the coaches will access the entry system and select swimmer events. Once they have completed the selection process, you can login see what your swimmers will swim by accessing the information in the “My Account,” section of the website.

Unlike summer league, swimmers pay individual entry fees for each event in which they enter. Note that the per-event cost listed in the meet invitation is not what you will pay, however; PEAK adds a per event fee to cover administrative costs.

Entering “On Deck” – If you are unsure about whether you will be able to attend a meet, most meets offer the option to enter “On Deck,” meaning you can simply show up on the morning of the day of the meet you want to swim and enter then. Generally, meet entry costs are doubled for on-deck entries.

In addition, on all Meet Invitations, you will see somewhere near the Order of Events page a box or table listed "Entry Rules." This is where you can find out any specific things that you need to know about the meet such as if you can enter with NT [no time] or not. More details about on-deck entry can be found in Appendix C of this handbook.

MEET ENTRY TERMINOLOGY

Three-Event Rule – This rule comes into play when a meet is designated “B & Up,” or “A & Up,” etc. It allows swimmers who may have three or more BB times or A times to enter additional events at their best time, or in some instances with NT. For example, a swimmer wants to attend an A & Up meet and the meet indicates that the “Three-event rule” applies. If the swimmer has A times in the 50 Free, 200 Free, and 100 Back, the swimmer can enter any other event at the meet in her age group or division. If a swimmer has a NT in an event, the swimmer should verify NT entries are allowed at the meet.

Up/Down Rule – If a swimmer has a qualifying time, for example a "BB" time in a particular stroke, but only has a “B” time in that same stroke in a different distance, the Up/Down rule will allow him to swim the immediately preceding or following distance of that stroke in that division. For example, if your swimmer has a “BB” time in the 100 freestyle, he would be eligible to swim the 50 Free and 200 Free "BB" events entered at his best time, or possibly with NT.

Enter with NT, No Time? – Meet invitations that say “Yes,” swimmers may enter with no time. NT means a swimmer has not participated in that event at a USA Swimming meet. Remember, summer league times do not count as official times for USA Swimming. Therefore, even if your swimmer has participated in those events in summer league, he is still a “No Timer” for USA Swimming events.

Yard/Meter Rule – Swimmers with "A" or "BB" times in yards in a stroke automatically have "A" or "BB" times in meters of that stroke for that age group/division. However, if a swimmer has not established an "A" or "BB" time in meters, the swimmer must enter the meter event at the qualifying time. The reverse is also true: swimmers with "A" or "BB" times in meters automatically have "A" or "BB" time in yards, but until a yards time is established, a swimmer must enter the yards event at the qualifying time. Swimmers entering the Senior Division of a meet MUST have made the Senior-qualifying standard.

Qualifying Time – The minimum or slowest time a swimmer must have in order to enter a particular event. Not all meets have qualifying times.

Cut Off Time – The maximum or fastest time a swimmer can have in order to enter a particular event. Not all meets have cut off times.

Pre-seeded versus Deck-Seeded Meets – First, “seeding” is the process of assigning swimmers to heats and lanes according to their submitted or preliminary times. In a pre-seeded meet, all swimmers swim their events in lanes and heats determined by entry times submitted prior to the meet. If swimmers don’t show up for their events, the lanes they were assigned to will be empty, which slows the meet down and can be a disadvantage to swimmers who have to swim next to empty lanes. In a deck-seeded meet, the heats and lanes are not determined until about 45 minutes before the event, which minimizes, but does not eliminate the possibility of empty lanes in a heat. Most Gulf Swimming meets are deck-seeded, so do not forget to "circle in."

Circle In (What does it mean to "circle in?") – At a deck-seeded meet, the host team posts a list of all swimmers who have entered each event. Swimmers must find their names on the list for each event they intend to swim and circle the number next to it. “Circling-in” tells the host team a swimmer is at the meet and intends to swim the event.

Swimmers who are pre-registered for a meet, but decide NOT to swim a particular event(s) do not have to make any special notifications, they simply do not circle in for the event(s). The list for each event is taken to the scoring computer about 45 minutes prior to the expected start time of the event. If the number next to a swimmer’s name is not circled, the swimmer is scratched from the event without penalty, although meet entry fees are not refunded. Swimmers who circle in and for whatever reason do NOT swim the event cause their team to be assessed a $5 fine by Gulf Swimming and that fine will be passed on to the swimmer.

### Team Uniform

The team colors are red, white, and blue. All PEAK swimmers are required to wear team approved apparel at all competitions attended by PEAK. At minimum, swimmers must wear:

* 1. Team meet cap
  2. Team meet suit
  3. PEAK T-shirt &/or warm ups

PEAK Swimmers are also required to wear the PEAK practice cap at all practices. Other optional items are available from the “Team Store.” Sizes, prices and ordering information is available on the “Team Store” page of the website.

It is highly recommended that each swimmers name be placed inconspicuously on all pieces of the team uniform.

### Nutrition

Reprinted from “Training Agenda,” a USA Swimming Sports Medicine and Science Series

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups--milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

|  |  |
| --- | --- |
| Carbohydrate | 50-60% |
| Fat | 20-30% |
| Protein | 14-18% |

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

DURING TRAINING

Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

PRE-EVENT NUTRITION

The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre- event meal should include a light, high carbohydrate meal three to four hours before the event.

NUTRITION DURING COMPETITION

Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

|  |  |  |
| --- | --- | --- |
| Food Group | Selections | Servings |
| MILK | Milk, Cheese, Yogurt, Cottage Cheese, Ice  Cream (Vitamins & Protein) | 4 or More |
| MEAT | Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals & protein) | 2 or More |
| FRUIT & VEGETABLES | Fresh, Frozen, Canned, Dried and Juiced Fruits and Vegetables (Vitamins  and Carbohydrates) | 8 or More |
| GRAIN | Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals) | 8 or More |
| OTHERS | Cakes, Cookies, Pies, Candy Soft Drinks, Chips (Carbohydrates and Fat) | ONLY if you need additional calories AFTER selections from above |

NUTRITION AFTER COMPETITION

High intensity work will deplete the muscle’s energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

FOOD CHOICES

The best food choices include a well-balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Fast Food” Nutrition?”

Yes! “Fast Food” restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition--but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

Menu Adjectives -- Fat content must be watched when selecting menu items. If you see one of the following words, try to make another selection:

Fried, Crispy, Breaded, Scampi Style, Creamed, Buttery, Au Gratin, Gravy.

Selection adjectives that are good include:

Marinara, Steamed, Boiled, Broiled, Tomato Sauce, In Its Own Juice, Poached, Charbroiled.

Restaurant Choices

Depending on the restaurant you go to, here are some tips when selecting foods:

Mexican - Choose pot beans instead of refried beans and chicken or bean burritos and tostados. Ask for baked, soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.

Italian - Pasta with marinara sauce is good but watch Alfredo sauces. Pizza, plain or with vegetables, is a good choice. Bread is good (watch the butter). Low-fat Italian ices are better than rich dessert choices.

Chinese - Stir fried and steamed dishes, like chicken & vegetables and rice, are good choices. Minimize fried egg roll intake or avoid all together.

Burger Places - Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your French fry intake (select a baked potato with a little butter if you can) and go easy on the milk shakes.

Breakfast Cafes - Always ask for butter on the side of pancakes, toast, muffins, etc. Select fresh fruit, juices and whole-grain breads and muffins.

Listed on this page are a partial list of fast foods and their calorie & fat content. When selecting, always go with the low fat choice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Breakfast | Calories | Fat (gm) | Calories | Fat (gm) |
| Juice | 80 | 0 |  |  |
| English Muffin/Butter | 186 | 5 |  |  |
| Scrambled Eggs Ham, Chs.,Mushrm | 180 | 13 | Pizza (3 slices of 12 inch pizza)  Cheese | 510 8 |
| Omelet | 290 | 20 | Pepperoni | 430 17 |
| Egg McMuffin | 340 | 20 |  |  |
| French Toast (2 slices) | 400 | 20 |  |  |
| Sausage with Biscuit | 467 | 35 |  |  |
| Burgers Hamburger | 262 | 15 | Potatoes Plain, baked | 215 0 |
| Cheeseburger | 318 | 20 | Regular Fries | 220 15 |
| Quarter Pound Burger | 427 | 25 | Baked, Cheese & Broccoli | 541 25 |
| Quarter Pound Cheese-Burger | 525 | 35 | Baked with Cheese Mexican | 590 40 |
| Big Mac | 570 | 40 | Taco | 179 6 |
| Whopper with Cheese | 760 | 50 | Beefy Tostado | 291 15 |
|  |  |  | Bean Burrito | 343 15 |
| Chicken  Drumstick | 117 | 5 | Taco Salad | 390 20 |
| Chicken Sandwich | 320 | 10 | Milk and Milk shakes |  |
| Chicken nuggets, 6 | 300 | 23 | 2% Milk | 120 5 |
| Chicken Salad Sandwich | 386 | 20 | Whole Milk | 150 10 |
| Chicken Club Sandwich | 620 | 35 | Milk shake | 350 10 |
| Desserts  Soft Serve Cone | 185 | 5 |  |  |
| Strawberry Sundae | 320 | 10 |  |  |
| Carmel Sundae | 361 | 10 |  |  |
| Frosty (12 oz) | 400 | 15 |  |  |
| Cherry Pie | 260 | 15 |  |  |
| Fish Fish Sandwich | 450 | 30 |  |  |
| Seafood Platter | 471 | 35 |  |  |

NUTRITION DO’S & DON’TS

Carbohydrate intake is important during every stage of nutrition. For each meal and snack, follow these Do’s and Don’ts listed for wise food choices during training.

|  |  |  |
| --- | --- | --- |
| Do | | Don’t |
| Breakfast | Eat hot cereals like oatmeal or oat bran. | Eat sausage, ham or bacon more than once or |
|  | Select whole-grain or high fiber cold cereals. | twice weekly |
|  | Eat breads, including muffins, biscuits and | Opt for eggs every day |
|  | bagels. | Choose sugary children’s cereals |
|  | Try milk, skim or low fat is best. | Choose fast food breakfast sandwiches and |
|  | Choose fruit, including fresh, canned and | fat-laden croissants every day. |
|  | fruit juices. | Use too much margarine or butter. |
|  | Drink hot beverages such as hot chocolate | Eat doughnuts or pastries daily. |
|  | and hot apple cider. | Skip breakfast. |
|  | Eat pancakes, waffles and French toast. |  |
|  | Chooses eggs up to two or three times |  |
|  | weekly. |  |
|  | Choose fat-free toppings like syrups and jams |  |
|  | as an alternative to butter. |  |
| Lunch | Pack a lunch when possible. | Eat fast-food meals too frequently. |
|  | Choose whole-grain breads. | Eat fried foods like fish ’n chips too |
|  | Choose lean meats like turkey over salami or | frequently. |
|  | bologna. | Overuse condiments like mayonnaise or |
|  | Use mustard and ketchup as condiments. | salad dressings. |
|  | Choose a hamburger over hot dogs. | Eat fatty and salty luncheon meats too often. |
|  | Choose a baked potato over French fries. | Skip lunch. |
|  | Eat pasta as much as you like, but choose | Choose prepared salads containing excessive |
|  | tomato sauces rather than cream sauces. | mayonnaise or salad dressing. |
|  | Try pizza without fatty meat toppings. |  |
|  | Eat hearty soups and stews. |  |
| Dinner | Eat pasta dishes. | Choose deep-fried meals more than twice a |
|  | Choose pizza with vegetable and lean meat | week. |
|  | toppings. | Eat high-fat meals like hot dogs or sausages |
|  | Try Chinese food with rice and fresh vegeta- | in excess. |
|  | bles. | Choose meals with heavy cream sauces or |
|  | Select fish often. Broiled or poached is best. | gravies. |
|  | Trim visible fat from meats and remove skin | Ruin a baked potato or bread with too much |
|  | from poultry. | butter. |
|  | Have soups, salads and plenty of vegetables. | Have cakes, ice cream and pies every night. |
|  | Eat as much bread as you like. |  |
|  | Include potatoes, rice or beans when avail- |  |
|  | able. |  |
|  | Choose fresh fruit, yogurt or Jell-O for |  |
|  | dessert. |  |
| Snacks and Beverages | Pack nutritious snacks like fruit, raisins and | Count on potato chips or tortilla chips as |
|  | nuts. | good snacks. |
|  | Have rolls, muffins and breads when you get | Eat cupcakes or cream-filled pastries to |
|  | a break. | satisfy hunger. |
|  | Snack on popcorn, pretzels and breadsticks. | Eat ice cream, cakes or candies in excess. |
|  | Drink eight to ten glasses of fluids every day. | Drink too many soft drinks. |
|  | Drink nonfat or low fat milk. |  |
|  | Drink fruit juices, sparkling waters and plain |  |
|  | water. |  |
|  | Drink hot ciders, soups and hot chocolate. |  |

### APPENDIX A: Terms and Conditions for Participation

### Financial Obligations:

* 1. Payments:

PEAK payments are made online automatically through our website. Once you have joined PEAK and are registered with the team, you will receive an email with your account username and password. Each family should access their account and set up their automatic billing account. Your initial payment will be due the date you join the team, prior to having your online account information. These initial payments should be made by check payable to “Pearland Aquatics” with the name of the swimmer(s) and the nature of the payments written on the memo lines.

Monthly fees are due by the 10th of each month. Late payments will be assessed a $25 late fee. A $30 fee will be assessed to all returned payments. You will receive monthly emails with payment information. Detailed invoices can be found on the website under your family account. Accounts not current by the 11th of the month are subject to suspension of swimmer participation.

* 1. Non-Refundable Registration Fees:

Registration fees include: One month’s tuition, PEAK Registration Fee, USA Swimming Registration fee and a fee for the PEAK Bag Tag which allows swimmers to access the Pearland Natatorium without paying an entrance fee. These fees may be paid with one check. Registration fees must be paid before swimmer can enter the water following a maximum of 2 weeks trial swim period. The fee breakdown are the following:

* New and returning active swimmers (all groups except Tech Fit) pay a $95 annual team registration fee.
* Tech Fit pays a $47 registration fee per swim year and an additional monthly session payment for the months the swimmer is registered
* All swimmers also pay a bag tag fee of $3. This fee is required upon initial registration and whenever a lost tag is replaced. These tags are used for admission to the Pearland Natatorium for PEAK practice only.
* In addition, all swimmers are required to pay to PEAK the annual USA Swimming Registration fee. The amount of this fee is set by USA Swimming and Gulf Swimming. In 2014 this fee was $72, but is subject to change.
  1. Monthly Dues:

Monthly dues are paid by Auto Pay only, either through ACH or credit card. Accounts are charge on the 1st of each month.

* 1. Meet Fees:

Meet fees will be an additional charge to each swimmer. These fees will be collected in advance when the swimmer commits to a meet. You will be billed as needed to keep your account current.

* 1. SERVICE HOURS: PEAK normally hosts 4 meets in the swim year; November, January, May and July. Running successful meets requires the service of all PEAK families. Required service hours per group are the following:
* 5 hours for Senior Group
* 12 hours for Age Group I
* 15 hours for Age Group II (Red and Blue), Bronze I, Bronze II, Silver I Groups
* 20 hours for Silver II and Gold Groups
* 0 hours for Tech Fit and Collegiate Groups
* All team families are required to work service hours during at least 2 out of the 4 home hosted meets.
* Failure to sign up for and work the volunteer hours by July 31 will result in a $75/hour fine which will be billed to your account.
* Signing up for volunteer hours but not showing up or failing to perform the task assigned is the equivalent of failing to sign up and the $75 per hour fine applies. Neither volunteer coordinators or meet directors have the discretion to waive any “no-show” fine. Reasonable excuses for failing to show for volunteer hours may be presented to the board of directors for resolution.
  1. When a swimmer changes training groups, that swimmer’s financial, fundraising, and service hour requirements changes corresponding to the group being moved into. If the move is mid-season, the swimmer will be responsible for the requirements of the new group for the remainder of the season.

1. Membership Policies:
   1. Swimmer Requirements:

Each swimmer who joins PEAK year round during the first two registrations of the new swim year will receive a Sponsorship t-shirt. The t-shirt with our sponsors names on the back is ordered after the October 1st registration based on the numbers and sizes that families entered for their swimmers during registration. Every swimmer will need a team suit, team t-shirt, team practice cap, team competition cap, goggles, towel, kickboard, pull buoy, water bottle and equipment bag. Please consult the PEAK website for a current list of additional equipment needed. Each swimmer is expected to bring all required practice equipment to every practice. Families will be billed for caps given to their swimmers during practice or during swim meets. Team suits and competition caps are only worn at meets and should not be worn to practice. More information about team gear and attire can be found on the PEAK website under the “training group info/practice gear” tab and “team store” tab.

All swimmers are required to participate at their highest level of achievement in championship meets, including relays.

* 1. Communication:

Please check your email AND the PEAK website daily for practice and other important updates.

* 1. Member Expectations:

Each swimmer registered with Pearland Aquatics shall be known as a swimming member. Each family member of said swimmer(s) will be known as a family member of Pearland Aquatics. All swimmer members and family members are expected to represent Pearland Aquatics in a positive manner that promotes Pearland Aquatics and the mission of Pearland Aquatics. Any swimmer or family member that does not adhere to these policies is subject to removal from the team by the coach or its officers.

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My signature signifies that I agree to the terms and conditions given above (on page 1 and 2 of the Pearland Aquatics Membership Rules and Regulations) and that I have read the current version of the PEAK handbook located on the PEAK website and agree to the terms and conditions stated therein.

Parent Name - Please Print Parent Signature and Date

Swimmer Name – Please Print Swimmer Signature and Date

### APPENDIX B: PEAK Creed

I MUST HAVE SELF-DISCIPLINE IN ORDER TO ACHIEVE MY GOALS.

I MUST TREAT MY FELLOW SWIMMERS AND MY COACHES WITH RESPECT AT ALL TIMES.

I MUST DISPLAY GOOD SPORTSMANSHIP.

I MUST AVOID ANYTHING THAT WOULD REDUCE MY MENTAL AND PHYSICAL POTENTIAL.

I AM FAST—I AM STRONG—I WILL BE MY BEST.

SWIMMER SIGNATURE

### APPENDIX C: Making Meets a Success: A Step-by-Step Process

Parents who have never attended meets, as well as those whose meet experience is limited to summer- league meets, are often concerned about knowing exactly what to do at a year-round meet.

First, it is important to note that USA meets, although similar to summer-league meets, require the parent and swimmer to be much more autonomous AND aware of the meet schedule. For example, in summer league, swimmers are to report to the ready area well in advance of their event. A parent-volunteer hands them a card, sits them in the appropriate seat, and ensures they stay together and get to the blocks at the right time in the right place. If swimmers have not made it to the ready area, the announcer will call their name asking them to report to the ready area.

At a USA Swimming meet, swimmers need to be aware of where they need to be and when they need to be there. Theoretically, there is no ready area. At most, there might be seats or benches behind the timers to wait on your event. Swimmers must watch which events are in the water and be waiting in the area behind the timers or poolside as their event is getting close. Additionally, they need to know their heat and lane assignment and be ready to get to the blocks on their own when the heat before theirs is in the water.

If a swimmer is not behind the blocks right before their heat gets ready to swim, the heat will proceed without them. The meet will not stop and wait for a swimmer, nor will the announcer call for a swimmer to proceed to the event. If swimmers are not near the blocks when their event is called and behind the right block when their heat is getting ready to start, they will miss their event.

Another major difference between the way USA meets and summer-league meets are run is that USA meets do not allow anyone but swimmers and officials on the pool decks. Parents stay in the stands, and swimmers must navigate the process on deck by themselves, or with the help of the coach or more senior swimmers.

Following the steps below will help ensure a swimmer’s first, and all subsequent USA meets are positive experiences for both the swimmer and his or her family.

BEFORE THE MEET

Be certain to read the meet invitation completely. It includes, dates, times, locations, maps, event order, important rules, and other information. For example, some meets will be indoors and families may not be able to bring chairs or coolers into the pool area. Other meets are at outdoor pools, where parents will want to bring tents, coolers and chairs. Meet invitations may be viewed via a link on the PEAK website main page, or by going to the Gulf Swimming Website and clicking the meet information link. Scroll down the list of meets until you see the name of the meet you plan to attend and click the link on the right that reads, “Invitation.” Remember that there may be other meets listed on the Gulf site for the same weekend, make sure you are looking at the correct meet.

Step 1: Decide which meets to attend and what days/dates to enter

The best way to select the appropriate meets for your swimmer is to have your swimmer discuss this with his or her coach either before or after practice. Remember, although most meets run two or two-and-a-half days, you do not have to attend each day. Once you’ve determined the days of the meet you’ll attend, your swimmer’s coach will select the appropriate events for him or her to compete in.

Step 2: Use PEAK’s Online Meet System OR Plan to Enter “On-Deck”

Online Meet Entry through PEAK

Visit the PEAK website and go to the “Meets/Events” page. Find the name of the meet you want to attend, then click “Attend this Event.” Then click the days/sessions each of your swimmers will attend the meet.

Be sure you submit the entry before the deadline stated. At midnight on the entry deadline date, the “Attend this Event” button will no longer appear on the website. If you find you miss an entry deadline, you’ll need to enter the meet, “on-deck.” Be sure to consult your swimmer’s coach to determine which events he/she wants your swimmer to swim.

Once the coaching staff decides on the final meet events, the entries will be submitted to Gulf Swimming. Then the entry list will be posted. Also, at that time, the Team Manager will amend your account to reflect the events your swimmer is swimming.

What if you miss the entry deadline?

If you miss the entry deadline and you would still like to have your swimmer swim the meet, you may “Deck Enter” your swimmer before the start of that meet.

Entering ON-DECK

Most meets will allow swimmers to enter “on deck,” meaning the swimmer can show up the morning of the meet a designated time in advance of the meet start, and register for the meet. Generally, you must arrive 1-

1.5 hours in advance, which you will generally do anyway as warm-ups are usually around their time. There is usually a table set up for on-deck entries, or the process occurs at the “clerk-of-course” table. The entry fees for on-deck entries are generally double, so be prepared to pay $7-$10 per event entered. On-deck entry opportunity usually ends at 8 a.m.

Step 3: Know when you need to arrive at the pool for the meet

What time a swimmer needs to arrive at the pool depends on two things:

1- whether the swimmer is pre-registered or needs to register “on-deck” 2- the team’s scheduled warm-up time

At USA meets, there are generally two and sometimes three warm-up shifts. If a swimmer is pre-registered and PEAK is scheduled for third shift warm-up at 7:45 am, there is no need to arrive at the pool at the first warm-up time with a sleepy, grumpy swimmer. Conversely, arriving at the very last minute might mean parking and seating will be difficult to find, depending on the meet location. Therefore, plan you arrival time using common sense. PEAK coaches require swimmers to be at the pool and checked in with the coach 15 minutes prior to PEAK’s scheduled warm-up time.

Step 4: Arriving at the pool and “circling in" or “scratching” events

If Pre-Registered for the Meet with PEAK

When swimmers arrive at the pool, the first thing they should do is “circle in.” Circling in lets the meet officials know that swimmers have arrived at the meet and intend to swim the events circled. A swimmer who is not circled in is not at the meet, even if the coach knows the swimmer is present. If the circle-in area is in a common area or lobby, parents may circle swimmers in while their swimmers proceed on to check in with the coach. However, sometimes the circle-in area is in the pool area where parents are not allowed. In this case, swimmers will have to circle themselves in.

Helpful Hint: According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

The host pool posts several lists of the day’s events and swimmers registered. Generally, there is a laminated poster board with girls’ events and one with boys’. To speed the process, swimmers should know their event names and numbers. Then, they simply look down the list of swimmers for the event, find their name, and circle the number to the left of their names. To be safe, swimmers can circle their entire name.

If swimmers are circling themselves in, they should be sure to verify their first AND last name before circling in. There have been many instances where one “Kelly” circled in for another “Kelly.” Or even worse, scratched the wrong Kelly from an event.

Swimmers should repeat the process for each event they plan to swim that day. If a swimmer registered for an event, but decides on the meet day not to swim it, the swimmer should “scratch” the event by drawing a single line through their name. If a swimmer signed up for an event, but is not sure if he or she will swim it that day, the swimmer can wait to circle in later in the meet; the swimmer does NOT have to circle in for everything at once. However, depending on the host team’s procedure, the circle-in sheets are generally pulled from the circle-in area approximately 45 minutes before the event will occur to allow events to be seeded. Therefore, it is imperative swimmers make decisions to circle in or scratch by this time. At some meets, announcements may be made letting swimmers know which events are closed for scratches.

For younger swimmers, it is helpful to write their event numbers on their hand or arm in waterproof marker to help them remember the events they’re supposed to swim.

If NOT Pre-Registered and You Plan to Enter “On Deck”

Most meets will allow swimmers to enter “on deck,” meaning the swimmer can show up the morning of the meet a designated time in advance of the meet start, and register for the meet. Generally, you must arrive 1-

1.5 hours in advance, which you will generally do anyway as warm-ups are usually around their time. There is usually a table set up for on-deck entries, or the process occurs at the “clerk-of-course” table. The entry fees for on-deck entries are generally double, so be prepared to pay $7.00-$10.00 per event entered. On- deck entry opportunity usually ends at 8 a.m.

Step 5: Swimmers should check in with the PEAK coach(es)

Once swimmers have either entered on deck or circled in, the next step is to check in with the coach. Checking in with the coach lets the coach know the swimmer is at the meet and provides an opportunity for the coach to provide the swimmer with any special instructions. Keep in mind that coaches rotate responsibilities for attending meets; therefore, your swimmer’s regular training coach may not be at the meet. However, there’s no need to worry, the coaches communicate with each other before each meet and are aware of each swimmer’s abilities.

Step 6: Swimmers need to get themselves to warm-ups

Host teams are required to publish warm up lane assignments, timing lane assignments and a meet time line on the Wednesday of the meet weekend. Access this information via the Gulf web site, [www.gulfswimming.org](http://www.gulfswimming.org/) Below the link for the meet invitation is a link for warm-up information. The warm-up assignments are also posted in the psych sheet. Swimmers are to proceed to the warm-up lane when their warm-up time is scheduled. Parents are not allowed on the pool deck, regardless of swimmer age. PEAK will also try to publish a link to the warm-up schedule on the PEAK website. However, it is good to know where to find the information on the Gulf website in the event you need it before PEAK posts the information.

NOTE: It is very important for all swimmers to warm-up with the team. Swimmer’s bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.

Step 7: Parents should purchase a psych / heat sheet

*Most Meet Directors are transitioning from hard copy psych and heat sheets to electronic versions via apps like Meet Bop or Meet Mobile, or via their websites. Refer to the meet announcement to learn how to obtain your psych sheets and heat sheets.*

Step 8: One adult from each family checks in with the PEAK timing scheduler

Attending teams provide a certain number of timers for the meet based on the size of the team contingent at the meet. Therefore, a team with 100 swimmers at the meet would probably be required to provide more timers than a team with a contingent of 25 swimmers. In addition, sitting in the timer’s seat is one of the best places to watch your swimmer race!

PEAK designates an experienced parent at each meet to coordinate team timer sign up. Although the meet entry form allows you to indicate which shift you are willing to time, you still need to check in with the timing coordinator at the meet, as people sometimes decide at the last minute not to attend a meet.

Generally, no one will be asked to time for more than a one-hour shift unless the team is short-handed. It is imperative all parents check in with the PEAK timing coordinator to ensure adequate timer coverage.

Inadequate coverage reflects poorly on the team and causes meet delays. The timing coordinator will do his or her best to ensure you have the timing slot you’d like. However, timing assignments are on a first-come, first-served basis, so be sure to sign up early.

Step 9: After warm-ups, swimmers should remain in or close to the pool area

Although swimmers are generally allowed to leave the pool area, it is important that swimmers keep a close eye on what event is in the water so as not to miss their event. Again, if swimmers are not where they are supposed to be when their heat is ready to go, the heat will go without them. If swimmers are in event #47 and the meet has just started with event #1, it’s probably safe to leave the pool area and visit with the family, but keep a close eye on what events are in the pool and which ones are “on deck” by listening to announcements, scoreboards, and watching the event flipcharts.

Step 10: Swimmers should watch for heat and lane assignment postings

Just as there is a circle-in area, there is an area reserved for heat and lane assignments. Heat and lane assignments are determined based on “deck-seeding” the swimmers from the circle-in sheets and on-deck entries. Once an event is seeded, the heat and lane assignments are posted.

Generally, swimmers with NT (no time) in an event, as well as swimmers with slower times swim in the first few heats and swimmers with the fastest official times are in the last heat of the event. Heat numbers start with "1" and run though as many as necessary depending on how many swimmers registered for the event. Each swimmer should check their name CAREFULLY on the heat and lane assignment sheet and note their heat and lane.

Step 11: Swimmers must check in with a PEAK coach shortly before each race

Once swimmers know their heat and lane assignment, they should check in with the coach to let the coach know their heat and lane assignments and for some final advice for their race, the stroke and anything special about swimming in that lane.

Step 12: Swimmers must watch CLOSELY for their events to begin

USA meets can move quickly. Even experienced swimmers have found themselves eating a banana in their tent, only to hear that their event is in the water. The best practice for swimmers is to stay in the pool area, close to the blocks well in advance of their own heat. A good rule of thumb is to be with their coach at least one event before their own to let the coach know they are ready to swim and to allow the coach to instruct them when to move toward the blocks. Additionally, parents who purchase a psych/heat sheet will know the approximate schedule of events; the key word being APPROXIMATE, as meet schedules can changed due to changes in numbers of registered swimmers on meet day and other delays. Always be sure to allow for event delays as well as times when events will move more quickly.

Step 13: Swimmers must get to the blocks and get ready to swim!

At USA meets, swimmers are not lined up and escorted to the blocks. Therefore, swimmers should be behind the blocks at least three heats before their own heat to ensure they are physically and mentally ready to swim when their heat is called. The swimmer should also check with the timer to make certain they are behind the correct block and their name appears on the timer’s sheet. This is especially true for younger swimmers attending their first few meets.

Frequently a young swimmer will confuse lanes 1, 2, and 3 with lanes 6, 7, and 8. When the heat is called, swimmers will follow the instructions of the meet starter who will use verbal commands as well as a series of long and short whistles, to let swimmers know when to get on the blocks, when to get set and when to go. Swimmers will learn these signals and have practiced them beforehand several times at practice before attending a meet.

Step 14: Swimmers must check in with a coach immediately after finishing Once the swimmer is out of the water, he or she should go right to the coach for feedback on the race. This ensures both the coach and swimmer have the race freshly in their minds and can discuss what went well, and what to work on next time.

Step 15: Parents should cheer and encourage their swimmers!

From the time swimmers leave the blocks to the time they return to you in the stands, the parents’ job is to Cheer and Encourage. The best advice from coaches and experienced parents is to let the coach be the coach, not you. One of the worst things a parent can do is to analyze a swim right after the swimmer gets out of the pool. If you let the coach provide swim critique and you provide love and support, your swimmers will learn a love of their lifelong sport!

Step 16: When your swimmer completes all events, check in with the coach When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue).

### What to Take to a Meet

1. Most important: PEAK team swimsuit, team competition cap--and goggles.
2. Baby or talcum powder: to “dust” the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels: your swimmer will be at the meet awhile and will likely need at least two.
4. Something to sit on: depending on the venue, you might want to bring chairs for outdoor seating, and/or sleeping bags/blankets or anything that will be comfortable to sit on. Swimmers may or may not have space on the pool deck for large items, so small blankets or beach towels are best for them to take on deck.
5. Sweat suits: weather can be unpredictable, both inside and out. Each swimmer may want to bring two because they can get wet and soggy.
6. T-shirts: two or three team shirts. Same reason as above.
7. Games: travel games, coloring books, books, anything to pass the time.
8. Food: families should not count on the host team having a concession stand. At the same time, some venues limit whether you can bring coolers indoors and sometimes even what size. Bring what you think you’ll need, but plan on leaving items in the car until you check out the facility. Swimmers are generally not allowed to bring food onto the pool deck, but can bring water or Gatorade. Suggestions for items to bring: Drinks: Water, Fruit juice, Gatorade Snacks: Granola bars, Fun fruits, yogurt, cereal, Jell-O cubes, sandwiches

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other PEAK parent for help or information.

### APPENDIX D: Electronic Communication

USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. The following is a model policy for appropriate electronic communication between adults and athletes, and is provided to assist USA Swimming member clubs with developing their own policies. If a club chooses not to, or is unable to, create a written electronic communication policy, the following model policy will become the default electronic communication policy for that club. Once a customized set of policies is developed and approved by your club, the default policy will no longer apply. Each member club and each LSC has the responsibility for approval and implementation of its own electronic communication policy.

Electronic Communication Policy of Pearland Aquatics

PURPOSE

Pearland Aquatics (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

• drugs or alcohol use;

• sexually oriented conversation; sexually explicit language; sexual activity

• the adult’s personal life , social activities, relationship or family issues, or personal problems; and

• inappropriate or sexually explicit pictures

• Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

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

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

FACEBOOK, BLOGS, SOCIAL MEDIA AND SIMILAR SITES

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

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

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

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

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

EMAIL

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

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

### APPENDIX E: Action Plan to Address Bullying

**Action Plan of PEAK Swimming to Address Bullying**

**PURPOSE**

Bullying of any kind is unacceptable at PEAK Swimming (the “Club”) and will not be

tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members.

If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

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

1. To make it clear that the Club will not tolerate bullying in any form.

2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.

3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.

4. To make how to report bullying clear and understandable.

5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers

and parents can be assured that they will be supported when bullying is reported.

**WHAT IS BULLYING?**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of

aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

i. causing physical or emotional harm to the other member or damage to the other

member’s property;

ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;

iii. creating a hostile environment for the other member at any USA Swimming activity;

iv. infringing on the rights of the other member at any USA Swimming activity; or

v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

**REPORTING PROCEDURE**

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

* Talk to your parents;
* Talk to a Club Coach, Board Member, or other designated individual;
* Write a letter or email to the Club Coach, Board Member, or other designated

individual;

* Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

**HOW WE HANDLE BULLYING**

If bullying is occurring during team‐related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.

2. Separate the kids involved.

3. Make sure everyone is safe.

4. Meet any immediate medical or mental health needs.

5. Stay calm. Reassure the kids involved, including bystanders.

6. Model respectful behavior when you intervene.

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

**FINDING OUT WHAT HAPPENED**

**1. First, we get the facts.**

a. Keep all the involved children separate.

b. Get the story from several sources, both adults and kids.

c. Listen without blaming.

d. Don’t call the act “bullying” while you are trying to understand what happened.

e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available

information.

2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

a. Review the USA Swimming definition of bullying;

b. To determine if the behavior is bullying or something else, consider the following questions:

* What is the history between the kids involved?
* Have there been past conflicts?
* Is there a power imbalance? Remember that a power imbalance is not

limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

* Has this happened before? Is the child worried it will happen again?

c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

d. Once you have determined if the situation is bullying, support all of the kids

involved.

**SUPPORTING THE KIDS INVOLVED**

**3. Support the kids who are being bullied**

a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.

b. Work together to resolve the situation and protect the bullied child. The child,

parents, and fellow team members and coaches may all have valuable input. It may

help to:

Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

Source: www.stopbullying.gov – a federal government website managed by the U.S.

Department of Health & Human Services

ii. Develop a game plan. Maintain open communication between the Club and

parents. Discuss the steps that will be taken and how bullying will be

addressed going forward.

c. Be persistent. Bullying may not end overnight. Commit to making it stop and

consistently support the bullied child.

**4. Address bullying behavior**

a. Make sure the child knows what the problem behavior is. Young people who bully

must learn their behavior is wrong and harms others.

b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not

be tolerated. Model respectful behavior when addressing the problem.

c. Work with the child to understand some of the reasons he or she bullied. For

example:

i. Sometimes children bully to fit in or just to make fun of someone is a little

different from them. In other words, there may be some insecurity involved.

ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

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 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 don’t work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing

those who have bullied may further upset kids who have been bullied.

f. Follow‐up. After the bullying issue is resolved, continue finding ways to help the

child who bullied to understand how what they do affects other people. For

example, praise acts of kindness or talk about what it means to be a good

teammate.

Source: www.stopbullying.gov – a federal government website managed by the U.S.

Department of Health & Human Services