



TEAM HANDBOOK

2/1/2016



TABLE OF CONTENTS:

- Introduction - P. 3
- Mission & Vision - P. 3
- Team Values and Goals - P. 3
- Coaching Staff & Contact Information - P. 4
- Team Policies, Procedures, & Rules
 - Parent Code of Conduct - P. 6
 - Athlete Code of Conduct - P. 7
 - Coaching Staff Code of Conduct - P. 8
 - Bullying Policy - P. 10
 - Team Behavior Guidelines - P. 13
 - Electronic Communication Policy - P.15
 - Locker Room Policy - P. 17
 - Photography Policy - P. 18
 - Registration, Billing & Invoice Procedures - P. 19
 - Travel Policy - P. 20
 - Team Suit & Cap Policy (Starting Fall 2016)
- Parent Responsibilities
 - Volunteering Policy - P.22
 - PAC PAC (Parent Advisory Committee) - P.24
- Swim Meets - p.27
 - Schedule
 - Meet Entry Procedure
 - Meet Entry Fees
 - Championship Meets
 - Expectations
- Swimming Affiliations - P.28
- Team Group Structure
 - Group Details - P.30
 - Practice Schedule & Expectations
- Facilities - P.34

WELCOME TO THE PATRIOT AQUATIC CLUB

Welcome to the Patriot Aquatic Club! You are on your way to becoming a part of one of Illinois' most successful and respected swimming clubs. We offer a guided age-group youth program for children ages 5 and up, from the beginning swimmer to the most competitive and skilled swimmer.

The handbook serves to introduce families to our PAC program community. We'll focus on an orientation to the team, Improving awareness of how we're organized, and what we may expect from each other (Coaches, Swimmers, and Parents). We'll also seek to inform and advance awareness of competitive swimming, Diving, and Water Polo while introducing elements of the activities culture.

The PAC program seeks to support all levels of competitive aquatics. A athletes success and fulfillment follows from commitment to their goals, self-discipline & dedication to improvement, and most importantly, enjoying the PAC experience.

MISSION STATEMENT (Why we exist & who we are)

- Support all levels and abilities to their given needs.
- Providing encouragement, knowledge, and opportunity to strive for goals.
- Building success through commitment & hard work.
- Using the sport of swimming to develop growth and personal accountability.

VISION (What we WANT to be)

PAC aims to become the model aquatic program for the state of Illinois. We hope that all of our coaches and athletes strive to realize excellence on deck & in the pool where character always counts. Our shared values with Stevenson High School and District 125 provide a foundation for the PAC community.

TEAM GOALS

- Qualify more than 1 swimmer for Olympic Trials every Olympic cycle
- Qualify for USA Swimming Club Excellence Program
 - The program provides grant funding and recognizes the club development system as integral to achieving excellence in the sport
- Become top 5 in Virtual Club Championship in Illinois
 - The VCC automatically ranks all USA Swimming member clubs based on swimmer performance. You can see how your club stacks up against others in your LSC, Zone and even Nationally. USA Swimming computers figure out the best possible event line up for your team.
- Achieve Level 4 of the Club Recognition Program
 - The ultimate objective of the program is to strengthen the club system in USA Swimming by guiding clubs through a development process that ultimately positions the program and its coaches to better serve athletes.
- Support High School teams with high-level athletes
 - Swimming, Water Polo, & Diving
 - Boys & Girls

COACHING STAFF

The best way to communicate with a coach is to talk with them after a practice. Coaches should be available for about 10 mins prior and/or after practice for questions and discussion. Sending a note to the coach with your swimmer can also be effective for sharing information or updating status. If you cannot communicate with a coach around practice times, please use email as the primary source of communication.

Below is a list of the current staff and their email address.

NAME	POSITION	EMAIL
Kevin Zakrzewski	HEAD COACH	patriotaquaticclub@d125.org
Thomas Schwingen	Assistant Coach/PAC Office Assistant	tschwingen@d125.org
Luke Martinez	Assistant Coach/SwimAmerica Director	lmartinez@d125.org
Eugene Spivak	Head Senior Coach	espivak@d125.org
Jennifer King	Head Age Group Coach	jenking@d125.org
Ivan Munoz	Assistant Coach	aquaticstudent@sbcglobal.net
Jessica Trudeau	Assistant Coach	jessicaetrudeau@gmail.com

COACHING STAFF RESPONSIBILITIES

The coaches` job is to supervise the entire competitive swim program. The PAC coaching staff is dedicated to providing a program for athletes that will enable them to learn the value of striving to improve oneself. Therefore, the coaches must be in total control in matters affecting training and competition.

1.) Sole responsibility for stroke instruction and the training regimen rests with the Patriot Aquatic Club coaching staff. Each group`s practices are based on sound scientific principles and are geared to the specific goals of that group.

2.) The coaching staff will make the final decision concerning which meets Patriot Aquatic Club swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.

3.) At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance.

4.) The building of a relay team is the sole responsibility of the coaching staff. PAC Coaches are constantly improving the team.

COACHING STAFF QUESTIONS, ISSUES, & CONCERNS

One of the traditional swim team communication gaps is that some parents feel more comfortable 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:

1.) Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue.

2.) Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.

3.) Discuss the matter first with the coach following the same guidelines and preconceptions noted above.

4.) If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is ultimately the one who can resolve the problem.

TEAM POLICIES & PROCEDURES

Over the next few pages you will see the teams policies and procedures that the program follows. All of these are based off the required USA Swimming model and approved by the Head Coach and District 125. Questions about these policies should be directed directly to the Head Coach.

PATRIOT AQUATIC CLUB

PARENT CODE OF CONDUCT

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

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by fulfilling my team volunteer obligations, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I will stay off the pool deck during practices at all times unless approved by the Head Coach.
- I will not take pictures and/or videos of my child's practice unless approved by Head Coach **AND** parents of all other members in the pool.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns first to the Head Coach then, if not satisfied, to the appropriate supervisor.
I understand the above expectations and that my failure to adhere to them may result in disciplinary action.
- Communication via text message with a coach during practice, meets, and/or outside the communication policies timeframe is deemed inappropriate. The primary source of communication with a coach other than the Head Coach is via email.

PATRIOT AQUATIC CLUB

ATHLETE CODE OF CONDUCT

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

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

PATRIOT AQUATIC CLUB

COACHING STAFF CODE OF CONDUCT

PURPOSE

The purpose of the coaches' code of conduct is to establish consistent expectations for behavior and team procedures. As a coach I understand the importance of my understanding of the below expectations and procedures to the growth of the program. It is also to be used as a guide to promote a positive team environment and good sportsmanship.

1.) ATTITUDE AND BEHAVIOR

- a. At all times, adhere to USA Swimming's rules and code of conduct.
- b. Set a good example of respect and sportsmanship for participants and fans to follow.
- c. Respect officials and their judgment and abide by the rules of the event.
- d. Treat opposing coaches, participants, and spectators with respect.
- e. Instruct participants in sportsmanship and demand that they display good sportsmanship.
- f. Coach in a positive manner and do not use derogatory comments or abusive language.
- g. Win with humility and lose with dignity.
- h. Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- i. Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- j. Always maintain a professional separation between coach and athlete. Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

2.) PROFESSIONALISM

- a. Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- b. At meets coaches are required to follow Head Coaches apparel request.
- c. No Jeans! Slacks or shorts. Females can wear leggings but please try to be consistent with other coaches.
- d. Arrive 10-15 mins before a practice starts or when you are supposed to arrive for a meet.
- e. Coaches are expected to be at every practice their group is training. If not able to attend, coach is responsible for finding a sub and needs to communicate with the Head Coach with appropriate lead-time.
- f. Keep cell phone use on deck as a minimum. Text messages and phone calls are not necessary unless an emergency or family/spouse. Attendance tracking will be done on phone via OnDeck app. Also, if you want, you will be able to view your workout via you phone.

3.) COACH PROFESSIONAL DEVELOPMENT

- a. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- b. Head coach will encourage and supports all certifications that we seem may help evolve you as a coach (ASCA, NISCA, NSCA, etc.)
- c. ASCA Level 2 is the minimum for Patriot Aquatic Club staff

4.) COMMUNICATION

- a. Coach honors the Team Communication Policy
- b. Coaches are required to stick around 15min after practice to spend time in lobby to socialize with parents and athletes.
- c. Coaches email address will be posted on website with their bios
- d. If you've received an email from a parent you are required to respond within 24-48 hrs. Please CC Head Coach on any email response that you may be important to make sure they are in the loop of any issues.
- e. Communicate with each other and Head Coach. Coaches meetings will be held every 1-2 months to evaluate how the program is doing.

5.) SEASON, WEEKLY, & WORKOUT PLANNING

- a. Follow Season plan & weekly plans that Head Coach has provided for you (Head coach will collaborate with the coaches of the group to finalize plans).
- b. Please provide the current weeks workouts for your groups by Monday AM of that week. This way the Head Coach can look through them and ask questions and/or make any adjustments that he seems fit to the plan.
- c. Head Coach will be organizing a DropBox folder for the groups for the coaches to log their workouts in. This way we all can see what each other is doing and we can share feedback and ideas.
- d. Head Coach will provide a list of drills to all of the coaches that the team should follow. Purpose of this is so we all are on same page with terminology and the progression from one group to the next is smooth, this is always open to feedback and collaboration.

PATRIOT AQUATIC CLUB

ACTION PLAN TO ADDRESS BULLYING

Action Plan of the Patriot Aquatic Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Patriot Aquatic Club (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 Patriot Aquatic Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

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:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?
 - iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - iiii. 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:
 - i. 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.

- 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.

5. Support bystanders who witness bullying.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

PATRIOT AQUATIC CLUB

TEAM BEHAVIOR GUIDELINES

The values, integrity & character of PAC is dependent on your behavior. The following guidelines clarify our shared expectations:

1. The coaching staff holds the final word on any rules, regulations or disciplinary action.
2. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. Any team member found, or suspected to be in the presence of others (regardless of team affiliation), with any of these banned substances will be subject to the same sanction & likely expulsions from the Patriot Aquatic Team. Any team member suspected of banned substance activity may appear before a review committee, comprised of the Patriot Aquatic Team Head Coach and one other coach, the Parent Board of Directors President and two other Parent Board of Directors members.
4. Team meetings shall not be missed.
5. Be punctual to all meetings and warm-up times.
6. Any vandalism or theft will be at the expense of the responsible swimmer(s) and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in public areas.
7. Agree to follow the rules about practice and meet behavior in the team handbook.

Discipline Policy

Should any team member's behavior disrupt a program, or in any way endangers him/herself or other student-athletes, they may be suspended or dismissed from Patriot Aquatic Team in accordance with the following considerations:

The Patriot Aquatic Team Head Coach shall have authority to restrict and/or prohibit participation for a period not to exceed one week. The athlete & their family shall be notified and provided a written substantiation for the suspension. The procedure for handling discipline problems shall be as follows:

1st Occurrence - The team member's behavior will receive a warning. The athlete's parent/guardian(s) will be notified and they'll be informed of their child's 1st occurrence status, as well as related disciplinary action.

2nd Occurrence - The Head Coach will be notified of the member's behavior & the team member will receive a 2nd warning. The Head Coach will warn the team member & inform their parent/guardian(s) in writing. A return acknowledgement will be required.

3rd Occurrence - The team member will be notified in writing that PAC will no longer be responsible for their behavior and must therefore dismiss them from PAC without any reimbursement.

Types of behavior that would warrant disciplinary action include, but are not limited to the following:

- Fighting or physical abuse
- Verbal abuse of another athlete, coach or official.
- Irresponsible Behavior undermining the coach's responsibilities or integrity & character of the PAC Community. Examples include:
 - Refusal or intentional failure to follow instructions
 - Failure to remain on the premises during team events
 - Misuse or abuse of property/equipment, including team or rental property/equipment
 - Possession of alcohol or drugs

- Failure to comply with Team policies, rules & Code of Conduct.

Violation of Team Behavior Guidelines

At the discretion of the Head Coach, any or all of the following penalties will be applied:

1. The athlete may be scratched from a meet.
2. The athlete may be sent home immediately from a meet or practice; if there is incurred extra expense, then the expense will be the swimmers responsibility.
3. The athlete may be suspended from the team until the athlete and parent/guardian(s) have met with the Head Coach and the appropriate disciplinary action has been implemented.

PATRIOT AQUATIC CLUB

ELECTRONIC COMMUNICATION POLICY

PURPOSE

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

GENERAL CONTENT

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

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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

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

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

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

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

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

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

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

TWITTER

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

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.

PATRIOT AQUATIC CLUB

Locker Room Policy

PURPOSE

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

FACILITIES

We practice at: Stevenson High School

This location has: A changing area and locker room dedicated to our swimmers.

MONITORING

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

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

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

POLICY

Patriot Aquatic Club has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and meets). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make swimmers uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post [staff, coach, parent, other adult] directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. [Staff, coach, parent, other adult] conducts regular sweeps inside locker rooms a swell, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

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

305.3 *Use of audio or visual recording devices, including a cellphone camera, is not allowed in changing areas, restrooms or locker rooms.*

PATRIOT AQUATIC CLUB

PHOTOGRAPHY POLICIES

PURPOSE

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

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ and coaches’ consent.

2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

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

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

PATRIOT AQUATIC CLUB

REGISTRATION, BILLING & INVOICE PROCEDURES

The purpose of the billing & invoice policy is to have a consistent overview of the expectations of our membership on maintaining their accounts and payments.

REGISTRATION - Patriot Aquatic Club calendar and events are organized through two seasons per year, one in the Fall/Winter (September-March) and the other during Spring/Summer (April-August). PAC provides online registration prior to each season. Swimmers must register online to participate in the program. There will be tryouts for potential new members and the information for that will be posted on the website..

Upon registration the account holder will be expected to pay the fees for the group(s) that they have signed their athlete up for in full. Fee breakdown will be on the website. Also, they will be expected to fulfill any previous balance that is

LATE FEE - As a characteristic of any business, Patriot Aquatic Club 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 PAC parents to pay their swimmers' fees once an invoice has been received. A late fee of \$10.00/month will be accessed for any unpaid balance.

- Please check account regularly
- Make sure credit card on account is up to date and valid

REFUNDS - Patriot Aquatic Club will not issue any type of refund once the program you have registered for has begun. This applies to the Swim, Diving and Water Polo programs. In the event that there is a medical reason for refund, documentation must be provided from a licensed physician. At that time it will be decided if a partial or full refund will be granted.

HOSPITALITY/CONCESSIONS FEE - Every family will be billed **\$30** to help fund the hospitality and concession at hosted meets. This invoice item will be added to your account after the registration process has closed. This will be billed to each family no matter the number of members.

PATRIOT AQUATIC CLUB

Travel Policy

The following policies are in effect for overnight Team Travel events planned and supervised by Patriot Aquatic Club.

1.) Swimmers and chaperones must read, agree to and sign the following before traveling with Patriot Aquatic Club:

- a. Travel Policy (this document)
- b. Code of Conduct (includes USA Swimming Code of Conduct)
- c. Medical Information and Release
- d. Waiver Form

2.) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered background check.

3.) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).

4.) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

5.) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained whenever possible.

6.) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

7.) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. If accommodations include a multiple bedroom suite, chaperones may stay in the same suite in a separate bedroom, but must be of the same gender as the athletes in that suite.

8.) When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

9.) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete, or if the athletes are supervised by a chaperone, manager or coach).

10.) Curfews shall be established by the team each day of the trip. There may be one curfew for swimmers to be in their assigned rooms and another for lights-out and quiet. No team member may be out of their room after the room curfew. Permission must be obtained from the coach or chaperone to leave the room past this time. Cell phones may be collected at room curfew and returned in the morning. Swimmers are not allowed on the Internet after lights-out curfew.

11.) When athletes are grouped in rooms in such a way that they are expected to share beds, all athletes in that room should sleep in a bed. Roll-away beds may be available, and may be acquired at the athlete's expense with the permission of the coaches or chaperones.

12.) Any damages, excessive mess or thievery incurred at a motel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas. Hotel rooms should be kept neat, with garbage removed regularly and maid service accepted daily.

13.) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee. Punctuality for meetings, meals, practices and meet sessions is expected.

14.) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission and knowledge of the coach or chaperone.

15.) When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

16.) All team members will be polite in restaurants. Leave an appropriate tip (15% minimally). If there has been a problem with the service, see the coach or chaperone.

17.) Team officials should carry a signed Patriot Aquatic Club Medical Information and Consent to Treat Form for each athlete.

18.) The directions and decisions of coaches regarding rules and disciplinary actions while on the trip are final.

19.) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Executive Board and the parent or legal guardian of any affected minor athlete.

PATRIOT AQUATIC CLUB

Parent Volunteer Policy

The Patriot Aquatic Club has a Parent Advisory Committee (PAC PAC) that exists to support the needs of the Patriot Aquatic Club. It consists of team parents, the PAC head coach, and the PAC office assistant. The PAC PAC has approved the following volunteer policies so that our team can effectively run each session of our home swim meets and provide support at away meets.

PAC Parent Requirements

Patriot Aquatic Club hosts 2 - 3 swim meets each season in order to keep the club fees reasonable and to run a successful program. To operate a home meet, PAC needs lots of volunteers. We use the term 'volunteers' because parents do not receive a paycheck for their work. The 'payment' is lower team dues, additional gear provided to your swimmer, and belonging to a team that boasts one of the nicest, if not the nicest, swim facility in Illinois. Since hosted meets benefit all families, ALL families are required, as part of their team commitment, to volunteer at all hosted meets their child participates in. Additionally, families, with a swimmer participating in an away meet, that requires PAC to provide timers, will need to be available to work.

PAC Hosted Meets

All families with a swimmer participating in a home meet will be required to *volunteer each session their swimmer is in the water*. Each volunteer will be expected to work until the end of each session, even if their swimmer finishes before the session is completed. We are working toward a balance in the work performed by all families at home meets. In addition to 'one and done' jobs, we will be asking families to take on larger roles during hosted meets. We need parents to spend a meet shadowing a volunteer coordinator, hospitality leader, or concessions leader, then performing this job at future hosted meets. If we have several parents that can perform the same lead roles, the work can be distributed more fairly among many parents. This would allow for a proportionate amount of parents to split the time working these lead jobs, during each home meet, instead of just a few parents working the entire meet, every meet.

Non Hosted Meets

Each family is required to be available to time, during one session, at any away meet their swimmer is attending. Some meets will not require timers and there will be no parent obligation. The meets that do require PAC timers, will require a parent to be available to work during at least one session your child participates in. If you have a swimmer attending an away meet, and are unable to help time, you must notify the volunteer coordinator one week before the meet in order to get a pass. If you are unavailable to work two meets in a row, you will either need to find your own replacement or pay a fine.

All families with a current Illinois Swimming Official parent will be exempt from all away meet timing obligations.

PAC Hosted Championship Meets

It is an honor, as well as a huge financial boost for our club, to host championship meets. All families with swimmers attending these meets will be required to work during the meet. Although not all PAC swimmers will be attending these meets, ALL PAC families are expected to

contribute. Detailed information about championship meets will be sent as it is available. We understand that all families cannot physically attend championship meets and options will be sent via email with information about alternative options. It is the parent's obligation to read all emails with information about championship meets. It is your responsibility to follow through with either working or hiring a replacement to work at a hosted championship meet.

Parent Responsibility

- Families are expected to read all team emails and check the PAC website to receive volunteer information.
- All families are responsible for signing up to work at meets your child participates in, if volunteers are needed. All volunteer opportunities for home meets will be open 1-2 weeks before the meet. Away meet jobs will be open the week of the meet. All families that have not signed up, at the close of signups, may be either assigned a position or fined as determined by the volunteer coordinator. Sign up early to get the job and time you prefer and avoid fines.
- If you have signed up for a job and cannot work or need to leave early, it is your job to find a replacement. There will be alternates with phone numbers for away meets. For home meets, contact the volunteer coordinator by email as soon as you know you can't work. If you need to leave a job early, ask a parent to help you out and reciprocate in the future.

Fines and Fees

- Any family that does not meet their volunteer obligations at home meets will be fined \$100 per session, and will be immediately billed.
- Any volunteer that does not show up (and does not notify anyone or find a replacement) to any chosen or assigned slot at an away meet will be fined \$100.
- As a provision, PAC will allow a family to opt out of all regular season volunteer obligations for \$500. **(we really need your help, not your money)**.
- If any fines or fees are not paid, all of the family's swimmers will not be permitted to swim until paid.
- All current USA Swimming Certified Officials (or Officials in Training) are exempt from team volunteer requirements. Officials are not paid and typically volunteer, not only at Patriot Aquatic Club home meets, but also at away meets around the state so that our swimmers have the opportunity to compete at other teams' high quality meets. We need more parents to become officials! If you are interested in becoming an Official, please contact the Official's Coordinator listed at the bottom of the 'Coaches' page on the PAC website for more information.

To Register for your commitment

STEP 1: Prior to the Meet: Volunteers must sign up online prior to the event! We have a location on Team Unify to sign up under each hosted meet. You must sign up for your volunteer position under "job sign up" by the date indicated in emailed meet information. Sign up deadlines are generally a week before a hosted meet and a day or two before an away meet. The jobs are available on a first-come, first-served basis, so please sign up quickly to get the jobs you prefer.

STEP 2: At the Event: Volunteers must sign the volunteer check-in sheet in order to receive credit for their participation. It is the volunteer's responsibility to sign in. Unless otherwise given permission, the volunteer must remain during the entire length of the session they are working, regardless of when their swimmers' races are completed.

PATRIOT AQUATIC CLUB

Parent Advisory Committee - Bylaws & Procedures

RULES & REGULATIONS

- Attending monthly meeting set in accordance with the PAC Office Assistant
- Members shall not receive compensation for their service
- Act as a Liaison between the coaches and the parents of PAC regarding the goals and direction of the team.
- Support the running of the meets to benefit the Team and the district in the best manner possible.

ELECTION OF PARENT ADVISORY COMMITTEE MEMBERS

- Notification of openings on committee will be released to the families.
- Once individuals have nominated themselves and explained why they want a certain roll, the Head Coach, and PAC Office Assistant, along with some guidance from the rest of the coaching staff, will decide on who they would like to fill each position
- Duties will begin at the week following election
- Length of term is 1 year/2 seasons.

ADVISORY COMMITTEE MEETINGS

- Holding Regular Meetings.
 - All Meetings will be held during the first week of each month at Stevenson High School. Meetings will generally be held in the evenings.
 - When feasible, time and location shall be published on the bulletin boards and website.
 - Meetings are open to all who wish to attend in the beginning. The committee will have a closed session after the open session.
- Procedure
 - Robert's Rules of Order shall govern conduct of meetings in situations not outlined by these by-laws.
 - The secretary shall keep minutes of the current meeting, as well as presenting the minutes from the previous meeting to be ratified by committee members present.
 - PAC Office Assistant shall distribute the agenda of the meeting, and make every attempt to ensure that the meeting follows the agenda.
- Voting & Attendance.
 - A quorum shall consist of a majority of voting committee members (a minimum of 60%)
 - Voting committee members consist of the Head Coach, PAC Office Assistant, and any committee members who are in attendance at meeting.
 - Voting will be determined by a majority of the voting committee members present unless otherwise specified in these bylaws. Each committee member has the right to one vote. Each the PAC Head Coach and PAC Office Assistant get five votes each. PAC Head Coach and Office Assistant will break ties.
 - Committee members must be in attendance (in person) in order to exercise their vote. Participation through any means of communications equipment or expression of intent through writing is not permitted
 - Voting by proxy is not permitted.

AMENDMENTS

- These by-laws may be amended by 100% approval of the committee
- Unless directed otherwise by the PAC Office Assistant and Head Coach, the committee vote on an amendment will occur at the meeting after the amendment is proposed.

REMOVAL OF COMMITTEE MEMBER

- A committee member may only be removed by a 90% by all voting members with 100% PAC Office Assistant and Head Coach vote.
- Voting for removal must follow the procedure for amending the by-laws.

APPOINTING A NEW COMMITTEE MEMBER

- If a position is vacated, the replacement is selected by the same process as new members.
- The replacement must have a 90% approval vote including PAC Office Assistant and Head Coach.

COMMITTEE MEMBERS

- The advisory committee of the Patriot Aquatic Club shall consist of the committee member outlined below. They shall assist the coaching staff and administration where applicable. These committee members responsibilities are outlined as follows:

<u>MEMBER</u>	<u>POSITION</u>	<u>CONTACT</u>
Cassandra Coffey	Secretary	cmc.coffey@gmail.com
Heather Parker	Volunteer Coordinator	hparker40@gmail.com
Monica Carollo	Publicity Chair	smcarollo3@att.net
Missy Stevens	Hospitality & Concessions Chair	misserstevens@me.com
Zee Zhuang	Team Events Chair	zee@granitegear.com
Felicia Ross	Team Travel Chair	fbross01@gmail.com
Tami Stensby	Official's Coordinator Chair	TTS@robbins-assoc.com
Sue Spearman	Hospitality & Concessions Assistant Chair	sspearman32@comcast.net
Raj Mascarenhas	Volunteer & Manpower Assistant Chair	rajesh_mascarenhas@rocketmail.com
Richard Lu	Volunteer & Manpower Assistant Chair	ziqu.Lu@abbvie.com
Elizabeth Curtin	Publicity Assistant Chair	betsycurtin@hotmail.com
Germaine Rosenkranz	Official's Coordinator Assistant Chair	grosenkranz@sbcglobal.net

SECRETARY (1 Member)

- a Keeps a record of attendance and minutes at each meeting.
- b Prepares and submits for approval the minutes and attendance of the previous meeting to PAC Office Assistant.
- c Prepares and dispatches official letters of congratulations, sympathy, etc. . on behalf of the club to the PAC Office Assistant.
- d Submits minutes of the previous meeting for posting on the team website.

CONCESSIONS & HOSPITALITY (1 Lead, 1 Assistant)

- a Is responsible for coordinating and supervising the sales of concessions at all home meets or other appropriate functions.
- b Coordinates set-up of concessions for meets with school maintenance personnel
- c Organizes post-season team banquets at the conclusion of each season.
- d Organizes hospitality for hosted meets for officials and coaches.

PUBLICITY (1 Lead, 2-3 Assistant)

- a Obtains maximum possible media coverage of team events in coordination with the Head Coach and PAC Office Assistant.
- b In conjunction with the Head Coach & PAC Office Assistant, produces promotional material emphasizing the merits and accomplishments of our athletes (qualifying for championship meets, setting records, etc.)
- c Arranges for the taking of team photos and the purchase by individual members.
- d Helps publicize any parent coach meetings that are held throughout the season.
- e Helps PAC Office Assistant and Head Coach with all social media outlets.
- f Coordinates with Kiefer of team gear and also leads the organization of spirit wear.
- g In charge of being the new parent liaison at meets and at meetings.
- h Primary team vendor contact and organizer.

OFFICIATING COORDINATOR (1 Member, 1 Assistant)

- a Maintains current membership in USA Swimming for self and all advisory members.
- b Encourages and assists individuals to become certified officials and to maintain and improve their skill levels.
- c Is responsible for reserving facilities, with the assistance of the PAC Office Assistant, in the event that PAC wishes to host an officiating clinic.
- d Is responsible for contacting participating clubs in meets our club wishes to host, with the intent of securing officials for that meet.

VOLUNTEER COORDINATOR/MANPOWER AT MEETS (1 Lead, 2 Assistants)

- a Is responsible for helping to assign / secure / coordinate volunteer workers from the club for meets the club wishes to host.
- b At club-hosted meets, the Volunteer Coordinators ensure that volunteers present cover all vital positions.
- c Coordinates volunteers for timing as necessary at away meets.
- d Monitor unfulfilled commitments and report to PAC Office Assistant.

TEAM EVENTS COORDINATORS (1 Lead, 1 Assistant)

- a Organizes all team functions and fundraisers
 - i Banquet
 - ii Pasta parties
 - iii Fundraiser

TEAM TRAVEL COORDINATOR (1 Member)

- a Coordinate all hotels for team travel trips.
 - i Full team and/or National level meets
- b If needed will coordinate travel arrangements for the group.
- c Coordinates any team activities while on trip

MEMBERS – AT LARGE (2 Positions maximum)

- a Position is created by the PAC Office Assistant and/or Head Coach, and approved by the committee through a majority of the voting members present.
- b Position is created based on a special need of the club not outlined in these by-laws.
- c Position expires at the end of March of each year, and can only be renewed if the position is amended into the original by-laws.

SWIM MEET INFORMATION

Meet Schedule

Each season's meet schedule is distributed via email and through the website.

- 1.) The meet schedule has been established with the expectation that swimmers will attend every meet available to their classification level.
- 2.) On an average, we want all team members to compete once every three to four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets available to us offer no other alternative.
- 3.) The coaching staff reserves the right to make the final decision concerning which meets Patriot Aquatic Club swimmers will attend.
- 4.) Each season there will be one meet that the coaching staff will enter EVERYONE into the meet that is eligible (Spring - Memorial Day Melee, Fall - Patriot Games). Purpose of this is to ensure that everyone is getting at the minimum one swim meet experience. The only way to opt out of the meet is if you contact the Head Coach about not attending.

Meet Entry Procedure

Every family, once registered, will receive login information for the PAC website. To register for a swim meet go to the PAC website and login. Once logged in click the events tab and click the attend event button for the meet you wish to attend. At this point click the swimmers name you wish to enter in the meet. After clicking the swimmers name you will use the drop down menu to say yes I wish to attend this event. If there are events listed feel free to pick your swimmers events (remember coaches reserve the right to make changes). If you can only swim on a day or two of a meet please indicate this by writing a note in the note box found on the meet/event declaration page. Once complete click the save changes button and you are signed up!

Meet Fees

Every family has a Team Unify Billing account that will be charged meet entry fees throughout the season. Families are encouraged to set up auto pay to make the collection of meet fees as easy as possible. For questions about auto bill pay please see the PAC Website. Meet entry fees are not refundable when an athlete is entered in a meet but does not swim. In addition to the meet entries fees, members will be billed an additional \$5 to help cover coaches expenses for that particular meet.

Every swimmer who qualifies for a post-season meet (ISI Regional Championships, Age Group Championships, Senior Championships, Zones, Speedo Sectionals, Jr. Nationals or Nationals) will receive a championship team shirt and cap. A portion of the cost of this shirt will be automatically charged to your billing account unless you have indicated otherwise. All swimmers entered in a meet are expected to swim relays, if qualified. A swimmer who scratches a relay for any reason other than illness will pay the entire cost of the relay unless a suitable substitute can be found.

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 athlete's development.

The coaching staff believes that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at swim meets. Our swimmers learn they swim faster at the Championship meets 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 the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career. Qualifying for the State Championships is not the ultimate goal. It is a seasonal goal that could lead to Zones, Speedo Sectionals, Senior Nationals, and beyond. Making the “qualifying 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.

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 Preparation - Before the Meet:

- Make sure to attend all meets you have signed up for! You will be billed for all meets that you sign your swimmers up for. If your swimmer is sick please call or email Coach Kevin (patriotaquaticclub@d125.org) or Coach Thomas (tschwingen@d125.org). Remember they will be at most meets so if they do not get back to you leave a message!
- Be sure to check your swimmers meet entries at least a week before the meet online by logging in and clicking the attend event button to see what events your swimmer was approved to swim.
- Get a healthy meal in your swimmer at least one hour before the meet starts! Meets usually last at least 4 hours and it is important to be fueled!

Meet Preparation - What to Bring to the Meet:

- Packed in a meet swim bag- Team Cap (get a cap with your name on it), 2 pairs of goggles, 2 towels, team suit (Speedo) and team shirt
- Warm-ups or sweats to stay warm between events
- Sandals or deck shoes- we want to keep our feet off of the cold and dirty pool deck. Swimmers should have these at all times!
- Extra towel or something to sit on during a meet in team area
- Cards or another quiet activity to do between events (parents, it is recommended that you bring something for you to do during a meet as well).
- Gatorade or Water Bottles and other healthy snacks. Pasta, Granola Bars, Power Bars, Fruits and Vegetables are great meet snacks! Most meets have concession stands so money would also be good!

Meet Preparation - What to do Upon Arrival to a Meet:

- Be sure to be on deck 15 minutes before the start of warm ups
- Be sure to positive check-in before entering the pool deck. If you are unsure where check-in is please ask! All swimmers will have to check in at all meets! Failure to check-in or arriving late and missing check-in will make it so your swimmer will not be able to compete!
- Set up your space within the team area. Some meets we will be in bleachers, gyms or on the pool deck so be prepared!
- Be ready to warm-up with a practice suit (not your meet suit)
- Relays will be posted as quickly as coaches can get them done, be sure to check in you are in a relay as soon as this information is posted!
- At the end of warm-ups stay in the team area. We will get heat sheets and will get this information to swimmers before the meet starts. Coaches will not go searching for swimmers if they are sitting with mom and dad or in the locker room or at the concession stand!

During the Meet:

- Swimmers are to stay in the team area until they head behind the blocks for their race. Swimmers can talk to coaches before they go behind the blocks or do what they need to do to prepare for a race!
- AFTER A RACE SWIMMERS NEED TO SEE THEIR COACH TO GET FEEDBACK! This is the time for swimmers to learn about their swims and what we will work on with them going forward!
- Parents are not allowed on deck during a meet unless they are working or volunteering
- Coaches are not available to anyone but swimmers during the meet. Please contact coaches after meets or after practice for any questions or concerns!
- We would like to see our parents sitting together in the stands cheering PAC Swimmers on!
- BE POSITIVE AND SUPPORTIVE OF YOUR SWIMMERS! Let the coaches worry about the swims be there for your swimmer!

After the Meet:

- Clean up after yourselves! We ask all swimmers and parents to pick up after themselves!

SWIMMING AFFILIATIONS

USA SWIMMING, INC. - Patriot Aquatic Club swimmers, coaching staff and officials are all members of USA Swimming. USA Swimming is a 300,000-member organization, serving to promote the culture of swimming, by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education. Membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. USA Swimming is responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success. The National headquarters of USA Swimming is located at One Olympic Plaza, Colorado Springs, CO 80909-5770. You may visit the website at www.usa-swimming.org.

The Patriot Aquatic Club requires all swimmers to be members of USA Swimming. Through affiliation with USA Swimming, the Patriot Aquatic Club receives insurance coverage and may participate in USA Swimming sanctioned events. The yearly membership fee is payable at the time of registration during the Fall/Winter and will be billed after registration for new members in the Spring/Summer Seasons. Membership runs from January 1 through December 31.

ILLINOIS SWIMMING, INC. (ISI) - ISI is the statewide organization (LSC), and part of USA Swimming. ISI provides organization of volunteers to: conduct meets; develops & guides LSC resources; adjudicates rule disputes; and maintain records. More generally, IL Swimming supports the growth and development of membership through educational initiatives, financial assistance and program development at all levels; to promote the sport, athletes and membership to achieve excellence in swimming Illinois Swimming, Inc. is a local swimming committee of USA Swimming. Based on 2015 membership, IL Swimming is the 2nd largest of USA Swimming's 59 Local Swimming Committees (LSC). The ISI office is located at:

1400 E. Touhy Ave.
Suite 245
Des Plaines, IL 60018
(847)824-1596

Visit the website at ilswimoffice@ilswim.org to learn more about meet information, state records, time standards, and upcoming events.

PATRIOT AQUATIC CLUB

TEAM GROUP STRUCTURE DESCRIPTIONS

NOVICE

AGE RESTRICTIONS

6 - 9 years old

DISTRICT RESTRICTIONS

IN DISTRICT ONLY

GOALS

The goal of this group is to build interest of the sport. We will focus on correct body position, how to streamline, breathing techniques, and also begin the foundations of all 4 strokes. We will introduce the kids to group training environment with developing kicking endurance/strength, and learning proper workout habits.

PRACTICE SCHEDULE

2 Times/Week, 45 Minutes

DRYLAND

Dynamic Stretch, Stroke simulation, Games (in and out of water)

SKILL/TRAINING REQUIREMENTS

Introductory level with previous lesson Experience. Must know freestyle and backstroke.

EQUIPMENT

Swimsuit, Cap, Goggles

SWIM MEET EXPECTATIONS

No Meets

BRONZE

AGE RESTRICTIONS

7 - 10 years old

DISTRICT RESTRICTIONS

IN DISTRICT ONLY

GOALS

The goals of this group are to set the foundation for all four strokes. Start learning the team drill progression. They will also begin basic aerobic training and continue to improve kicking development. Begin racing skills and be able to perform a legal 100 IM.

PRACTICE SCHEDULE

3 Times/Week, 1 Hour

DRYLAND

Dynamic Stretch, Stroke simulation, Games (in and out of water)

SKILL/TRAINING REQUIREMENTS

25 yards of Freestyle with bilateral breathing, 25 Yards of Backstroke, Basics of Breaststroke and Butterfly

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle

SWIM MEET EXPECTATIONS

Home Meets Only

SILVER

AGE RESTRICTIONS

8 - 11 years old

DISTRICT RESTRICTIONS

IN DISTRICT ONLY

GOALS

The goal of this group is continue to learn the technique foundations of all four strokes while taking more advanced steps. Will continue the kicking development while teaching more basic aerobic base and interval training. Continue to refine racing skills.

PRACTICE SCHEDULE

4 Times/Week, 1 Hour 15 Minutes

DRYLAND

Dynamic Stretch, Stroke simulation, Basic body Weight Movements (20 Minutes)

SKILL/TRAINING REQUIREMENTS

50 Yards of Free with bilateral breathing, 50 Yards of Backstroke, 25 yards of Breaststroke, Basic Butterfly Techniques. Basic understanding of interval training and utilizing a pace clock.

EQUIPMENT

Swimsuit, Caps, Goggles, Water bottle, Kickboard, Fins

SWIM MEET EXPECTATIONS

Home Meets Required, Away Meets Optional

GOLD

AGE RESTRICTIONS

9 - 12 years old

DISTRICT RESTRICTIONS

IN DISTRICT Priority

GOALS

The goal of this group is to start to master the team drill progression and develop strong and consistent underwaters. This group should have the ability to train all four strokes along with a consistent dryland program. The training emphasis will be on 50-100's of stroke and on the 100 IM

PRACTICE SCHEDULE

5+Times/Week, 1 Hour 30 Minutes

DRYLAND

Dynamic Stretch, Basic Body Movements, Shoulder and Hip Injury Prevention, Muscular Endurance, Functional Movements (30-40 Minutes)

SKILL/TRAINING REQUIREMENTS

100 yards of Free with lateral breathing, 100 yards of Backstroke, 50 yards of Breast, 25 yards of butterfly, 16x50 Perfect Free on 1:00, 12x50 IM transition on 1:05, 400 Kick under 8:00

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel

SWIM MEET EXPECTATIONS

Expected to Attend Meets, Especially Championship Meets

GREEN

AGE RESTRICTIONS

13 - 17 years old

DISTRICT RESTRICTIONS

IN DISTRICT ONLY

GOALS

The goal of this group is to provide continued development to those of this age bracket who don't reach the qualifying standard required for the Patriot groups. They will continue to try and master the team drill progression and strong underwaters. They will also have a consistent dryland program along with aerobic training.

PRACTICE SCHEDULE

5 Times/Week, 1 Hour 30 Minutes

DRYLAND

Dynamic Stretch, Basic Body Movements, Muscular Endurance, Functional Movements, Games (30-40 Minutes)

SKILL/TRAINING REQUIREMENTS

100 yards of Free with lateral breathing, 100 yards of Backstroke, 50 yards of Breast, 25 yards of butterfly

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel

SWIM MEET EXPECTATIONS

Home Meets Required, Away Meets Optional

JUNIOR PATRIOT

AGE RESTRICTIONS

13 - 14 years old

DISTRICT RESTRICTIONS

IN DISTRICT Priority

GOALS

The goal of this group continue progression of training for competition in all four strokes, along with a consistent dryland program. Continuing development on mastering team drills and strong underwaters. The training emphasis will be on 100-200's of stroke and on the 200 IM.

PRACTICE SCHEDULE

5+Times/Week 1 Hour 45 Minutes

DRYLAND

Beginning Basic Resistance (45-60 Minutes)

SKILL/TRAINING REQUIREMENTS

10x100 Perfect Free on 1:30, 8x100 IM on 1:40, 400 Kick for time under 7:00, 2+ Regionals Time Standards

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel, Pullbouy, Paddles, DragSox

SWIM MEET EXPECTATIONS

Expected to Attend Meets, Especially Championship Meets

PATRIOT

AGE RESTRICTIONS

14 - 18 years old (High School)

DISTRICT RESTRICTIONS

IN DISTRICT Priority

GOALS

Advanced training for competition

PRACTICE SCHEDULE

5+Times/Week 1 Hour 45 Minutes

DRYLAND

Beginning Basic Resistance (45-60 Minutes)

SKILL/TRAINING REQUIREMENTS

10x100 Perfect Free on 1:20, 8x100 IM on 1:30, 400 Kick for time under 6:30, 1 ISI State cut or 4+ Regional time standards

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel, Pullbouy, Paddles, DragSox

SWIM MEET EXPECTATIONS

Expected to Attend Meets, Especially Championship Meets

PATRIOT ELITE

** Starting SPRING 2017 **

AGE RESTRICTIONS

14 years old & Over

DISTRICT RESTRICTIONS

IN DISTRICT Priority

GOALS

Highest level of training

PRACTICE SCHEDULE

5+Times/Week 1 Hour 45 Minutes, AM Workouts

DRYLAND

Advanced Resistance Training (60 Minutes)

SKILL/TRAINING REQUIREMENTS

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel, Pullbouy, Paddles, DragSox

SWIM MEET EXPECTATIONS

Expected to attend highest level meets qualified (Grand Prix, JR Nationals, Nationals, Olympic trials).

PATRIOT - College Athlete

AGE RESTRICTIONS

Returning College Athlete

GOALS

To provide continued training for our PAC Alumni who are currently competing in college. Also to be compliant with NCAA rules. There fee covers any time they come back and are looking for space to train (Summer, Fall, Winter Breaks)

PRACTICE SCHEDULE

Same as PATRIOT

DRYLAND

Same as PATRIOT

EQUIPMENT

Swimsuit, Cap, Goggles, Water bottle, Kickboard, Fins, Snorkel, Pullbouy, Paddles, DragSox

SWIM MEET EXPECTATIONS

No expectations!

The Patriot Natatorium

Completed in 1996, Stevenson's Patriot Aquatic Center is truly one of the finest natatoriums in Illinois. It was built as part of a new addition to the school, which included new classrooms, a performing arts center, and a new fieldhouse. Located at 1 Stevenson Drive, just west of the intersection of Milwaukee Avenue (IL Rt 21) and Half Day Road (IL Rt 22).

The Patriot Aquatic Center is the only 8-lane indoor 50 meter pool at an Illinois High School. Thanks to moveable bulkheads, the pool can be configured in a variety of ways, including 2 25-yard pools (shown here). The pool can also be configured to short course meters and long course meters. In fact, PAC has hosted 5 Age Group State Championship meets at Stevenson since the Aquatic Center was completed. It has also seen numerous Sectional Swimming & Diving Competitions and hosted each and every IHSA Water Polo State Championship Tournament.

The balcony allows for over 1,000 spectators to view competition. In addition, the South end of the pool has a glass window adjacent to a viewing area which can accommodate another 500 spectators in a climate-controlled environment. At the east end, spectators can get some fresh air and sunshine in the courtyard, adjacent to the football stadium.

PAC also has some of the finest accommodations for divers, as well. In addition to a hot tub, the Patriot Aquatic Center has two 1-meter diving boards, a 3-meter diving board, and a TiVo system for immediate dive replay. The 14-foot diving well comes with 2 water agitators underneath each 1-meter board.

All competitions are conducted with the electronics of Colorado Timing Systems. The gem of the facility is a 160 x 80 Digital Matrix Display board at the North end. Virtually all of the electronic wiring is built into the deck, allowing PAC to run meets with nearly no wiring or harness cables on the deck at all.

Other perks of the facility include an Apple Computers Airport, allowing wireless internet access throughout the facility, suit dryers in each locker room, and a highly talented staff of individuals which help monitor the pool temperature and chemistry 24 hours a day.