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Introduction

Mission Statement
The Northridge Area Swimming Association is designed to provide children and young adults with learning experiences through competitive swimming. These experiences will allow them to learn and develop physically, mentally, socially, and emotionally, in a safe and supportive environment, as an individual in a team-oriented environment.

Vision
“F”oster a positive experience that effectively maximizes the athlete, coach, club and parent partnership.
“U”nify partnerships through swimming that develop healthy lifestyles for a fun and rewarding experience.
“N”avigate a lasting experience for athletes of all ages and abilities.

Purpose
Teaching children and young adults superior swimming in a supportive community.

Goals/Objectives/Strategies
1. Community Goal – To create a partnership between NASA and the community through programming opportunities, representation of self and team, and a structure that allows for a positive experience through swimming.
   • Promote and Publicize program purpose and achievements for local and state recognition and club sponsorship. National Level Meets, Club Excellence and Recognition.
   • Promote aquatics within the community through participation in expanded programming. Swim School and Outreach Program – B/G Club.
   • Promote and generate funding for community, aquatic facilities, programming and participants. Divisionals, Friends of Northridge Fund and NMS Pool Fund.

2. Board/Parent Group Goal – To play a vital role in the promotion of effective partnerships within the community, including coaches, parents and athletes.
   • Foster communication that is positive, constructive and supportive of “community”. Recruitment and Stewards of Children Plan.
   • Provide resources to lead communication, educational goals and programming. Open House, House of Delegates, Video Library and Team Unify.
   • Inspire “team” through achievement. Meet Schedule and Virtual Club Championships.

3. Athlete Goal – To reap the physical, social and personal benefits of the program due to effective communication and positive involvement on behalf of the community, club, coaches and parents.
   • Participate in a positive, safe environment where “community” growth is encouraged.
   • Develop role models within the “community” to promote quality leaders. Leadership Development, Partners Program, Clinic Attendance – Give Back Program.
   • Advocate team and group goals that support “community” spirit and unity. Team/Group Activities, Food Pantry and Walk for a Cure.
• Promotion of “community” and individual achievements. IMX – Awards, Virtual Club Championships and Club Excellence Advancement.
NASA Team

Introduction
USA Swimming is made up of over 3,000 teams from all across the country. Of these clubs, nearly half have 50 swimmers or less, and a handful of teams have over 500 swimmers. NASA has been established to teach the basic skills and strokes necessary for competitive swimming which include the following: freestyle, backstroke, breaststroke, butterfly, individual medley, relays, starts, turns and finishes. Swimmers compete in different age groups and meets depending on their achievement level and age on the first day of a meet. Traditionally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18 with many meets featuring 8 and under, 15 and over and single age group categories. Team training groups are determined by age and/or ability level. Developmental White, Developmental Blue, Developmental Gold, Middle School Blue, Middle School Gold, Senior, Elite and National.

NASA Board of Directors
Check the NASA Website for an up to date listing of the NASA Board of Directors.

Staff
Check the NASA Website for an up to date listing of the NASA Coaching Staff.

Parent/Guardian's Role
Competitive swimming programs provide many benefits to young athletes, including self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit. As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child’s attendance at training, meets and other required activities.

Parents are not participants on their child’s team, but contribute to the success experienced by the child and the team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents and teammates.

Remember that your child is the swimmer. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over burden your child with winning or achieving best times. Learning about oneself while enjoying the sport is the most important part of the swimming experience. The swimming environment encourages learning and fun that will help your child develop a positive self-image.

The best way to help your child achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. Encourage your child’s efforts and point out the positives. The coach is the only one qualified to judge a swimmer’s performance and technique. Your role is to provide support.
Membership Information

Code of Conduct
As a Northridge Area Swimming Association team member, I recognize and agree to conform to this code of conduct at all times while representing NASA and:

Part I: Code of Conduct
* To conduct myself so as to be a worthy team member.
* To conduct myself in a manner so as to earn respect and confidence of others.
* To act/conduct myself with dignity and with respect for others and the property of others.
* To promote positive high team spirit and morale.
* To strive to do my best and encourage all team members to do the same.
* To deal justly, kindly, impartially, and intelligently with all my fellow team members.
* To be a responsible goodwill ambassador between the sport of swimming and the public.
* To follow the Northridge Area Swimming Association practice and meet rules.
* To follow the Indiana Swimming and the USA swimming rules.
* To do my very best to bring the highest possible credit and regard to myself, Northridge Area Swimming Association, Indiana Swimming and USA Swimming.
* My membership on Northridge Area Swimming Association is a privilege and I personally acknowledge those responsibilities associated with it.

Part II: Violation of the Code
The Northridge Area Swimming Association Board of Directors and Head Coach have the power to impose penalties for violations of the code.

* Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
* The use of any of the below is strictly FORBIDDEN and may result in an immediate suspension from the Northridge Area Swimming Association:
  - Alcoholic beverages
  - Tobacco products (including vaping products).
  - Drugs (other than those prescribed by a physician).

The penalties for any offenses include, but are not limited to the following:

1. The swimmer will receive a warning.
2. The parent of the swimmer will be notified of any violation in regards to the code.
3. A Behavior Modification Program will be established for the swimmer by the Head Coach and the parent.
4. The swimmer will forfeit their privilege of being a member of Northridge Area Swimming Association.

I hereby agree by becoming a team member to abide by the rules of conduct set forth above and acknowledge that, should I/my child violate any provisions of the code, I/my child, will be subject to disciplinary actions as set forth in Part II including suspension.
Communication
Communication is the key to a successful experience in the NASA program. You will receive periodic emails from your coaches that are your primary source of information. Please read them carefully!

To stay fully informed and engaged, we encourage you to check our website frequently at www.nasaswimming.org and interact with us on social media. NASA has an active presence on Twitter (@NASAswim), Facebook, and Instagram.

When you have a specific question or concern regarding your swimmer, go directly to your swimmer’s coach. Most questions are answered quickly at this level.

If you need additional help, please consult the respective Group Coach for your swimmer, then the Head Coach. Staff roles, email addresses and phone numbers are available on nasaswimming.org.

Dues/Payment Information
There are 5 dues installments in the winter and 3 dues installments in the summer. Dues payment dates will be provided on the monthly calendar. Account Balances are due the first of the following month. Any payments for dues, meet fees or miscellaneous items must be placed in the NASA box payment slot or paid online. Boxes are located at each facility. No money is to be directly handed to coaching staff.

Fundraising
The NASA Fund-Raising System is a family oriented plan that will provide the club with the ability to generate revenue while allowing each family the flexibility to fund any fees assessed to allow affordable participation.

- Fees raised can be used to fund Seasonal/Installment fees and Meet Entry fees.
- ALL groups within the club are eligible to participate in this opportunity.
- Multiple fund-raising opportunities will be available during the winter season and summer seasons.
- Funds raised in one season that are above and beyond the amount to be paid will be credited to the following season.

Volunteerism
Home Meets:
NASA generally hosts 3-4 invitationalals each year. These are our biggest fund raisers and require the involvement of every family in the club to be successful. Volunteer sign-up sheets are posted several weeks prior to the meet. Each family will be required to work a predetermined number of sessions per meet. There is a wide variety of jobs available. Any family that does not choose a job on the sign-up sheet will be assigned a job. Reminders will be sent through the blast email system. A volunteer sign-in sheet will be posted on the day of the meet so you can confirm your attendance. If for any reason you are unable to fulfill your assignment on the day of the meet, it is your responsibility to find a replacement.

Timers at Away Meets:
Other clubs require visiting teams to provide timers for each of their sessions. NASA will assign families to time at away meets. Typically you will be asked to time one or two times per season for an away meet. These assignments will be sent through the blast email. Again, if you are unable to time at the session you are assigned, you are responsible for finding a replacement.
Committee Members:
There are six working committees led by board members. These committees and some of the activities are listed below. If parents would like to become involved with one or more of these committees they can indicate their interest on the annual volunteer survey or contact a board member.

- BUSINESS/SPONSOR SOLICITATION – Solicit ads and sponsors, produce heat sheets, procure lane signs, thank you notes, grants.
- TECHNICAL: Officials clinics, timer’s clinics, safety, meet set-up, timing system.
- FUNDRAISING: Organize fund raisers for the club throughout the year.
- HOSPITALITY/CONCESSIONS: Organize hospitality and concessions for NASA hosted meets as well as special club events.
- SWIMMER RECOGNITION: Organize the award ceremony, maintain record board, produce certificates, maintain the award system.
- COMMUNICATIONS COORDINATOR: Communicate meet results to media, copy documents, recruiting, t-shirts, team photos.

NASA Open Club Policy

NASA will be “open” to those swimmers living outside Middlebury Community Schools boundaries and to those not attending a Middlebury Community School.

Priority List
Any new swimmer to NASA, beginning with the 2018-19 winter season, will be subject to the “Open Club” Priority List. The objective behind this list is to make sure that swimmers attending and/or living within the Middlebury Community Schools district have every opportunity to be part of their “hometown” swim club. In the event of limited availability of roster spots, priority to the limited positions will be given via the following tiered structure:

Tier 1) Current NASA Families
Tier 2) In District/MCS Families
Tier 3) In District/Non-MCS Families
Tier 4) Out District/MCS Families
Tier 5) Out District/Non-MCS Families

All tryout expectations will need to be met in order to be eligible for inclusion and placement onto the roster or associated wait lists.

Swimmer Categories
Any swimmer that is interested in swimming for NASA will be categorized into two groups:

1. New Swimmer(s) – those who have not swum competitively for another club will “try-out” and “register” through normal club procedures.
2. Transfer Swimmer(s) – those who have swum competitively for another club must follow Indiana Swimming’s transfer policies to gain competition eligibility.
Swimmers Must: (Once Categorized)
- Submit an application to the Board of Directors seeking approval.
- Based on the application, be willing to interview with the Board of Directors and Head Coaching Staff.
- Participate in NASA “Try-Out” process if requested.

Fees and Payment Schedule
Each swimmer must make a one-year commitment (two consecutive seasons) and be responsible for paying club fees on the payment schedule noted below. In addition, families of these swimmers must commit to working at NASA hosted events/meets per board policy.
- Winter – 75% due on October 1st/25% due on December 1st
- Summer – 75% due on January 1st; 25% due on March 1st
- NO Refunds will be granted!

Training Groups
All swimmers listed above will be assigned a training group either by virtue of the Try-Out or by past swimming achievement. Please note: training group space is determined by coach to athlete ratio. Therefore, if a group has no available space then the swimmer may possibly be offered a “lower” training group opportunity or will have the option to be placed on a wait list until space becomes available.

Training Structure

Objectives
NASA offers training for all age and ability levels. Swimmers progress through the training program as their skills progress. Each swimmer begins in the Developmental group and once certain requirements are met can move up to other training groups. The general training objectives are:

- Enjoyment of the sport of swimming.
- Develop competitive swimming skills.
- Learn all facets of competition.
- Establish achievement goals.
- Teach self-discipline, sportsmanship and life skills.

Training Rules
1. Swimmers should be prepared to begin training as scheduled. This means they must be changed, on deck, and ready to swim at the designated training time. Anyone who is late will not be allowed to train unless the coach is presented with a note from the parent explaining the circumstances or speaks with a parent directly. The coach will then decide if the swimmer will be allowed to train.
2. Swimmers must help in the setting up and taking down of equipment.
3. Parents should come into the building to pick up their swimmers and check the NASA box. Only swimmers who drive to practice are allowed to check their folder.
4. Parents should not talk to the coaches or swimmers during training except in an emergency. The time to discuss matters is either before or after training.
5. Swimmers may not leave training early unless the coach has been notified at least the day before.
6. Swimmers should not be dropped off more than 15 minutes prior to training and should be picked up within 15 minutes after their training is scheduled to be over.
7. Swimmers are expected to be on their best behavior in the locker room and halls. Discipline problems will be taken care of by giving the swimmer a warning on the 1st offense and notifying...
the parent on the 2nd offense. At this time, the Head Coach and Parents will establish a Behavior Modification program for the child! If behavior problems persist, in that, it distracts from the goals of the program and others then suspension or dismissal from the team will be decided by the Board and Head Coach.

8. Training means exactly what it says . . . it is a time to train and improve skills and go through a training program.

9. During the winter season, there will be an opportunity for parents to watch senior level training from the stands even though our training sessions are closed. Information regarding dates and times will be announced in advance and there will be no additional arrangements made outside of these times. All practices at the middle school will be open for parents to watch from the bleachers. During the winter season there will be an open house week. This will be a structured time open to parents but no one will be allowed on deck. This structure allows NASA to remain within USA Swimming insurance guidelines. There will be parent education opportunities available to you during this time. The Coaching Staff and Board of Directors will be responsible for leading these activities.

Training Equipment
Although the club furnishes most equipment, some other items are required and some optional. Those that are required would include a NASA suit that should only be worn during meets, a NASA cap, and a towel. For those in the senior or Middle School Gold group, a training bag with equipment is required for all training sessions and can be purchased by talking with the Head Coach. Optional items would include warm-up suits, goggles and training caps.

Training Group Assignment/Advancement
In the world of swimming, the easiest method of evaluation is meet performance. Swimmer’s time can be misleading as the coaching staff is emphasizing different priorities during the swimming season. In our evaluation process, the coaches are looking over all aspects of the swimmer’s development, not just the swimmer’s meet performance.

The coaching staff will evaluate swimmers approximately three times per year. During these evaluations, information on the swimmer attendance, training performance, biomechanics, and meet performance will be shared with the parents. Our objective is to give the big picture of the progress your child is making in our program.

In conjunction with swimmer evaluations, the coaching staff meets approximately three times per year to discuss group sizes and movement of swimmers within each training group. The objective in moving an athlete is to make sure the child is prepared for the additional expectations for the higher group.

The criteria used to determine training group placement for an athlete is as follows:
- Biomechanics of the athlete
- Athletic Development of the athlete
- Character of Athlete
- Training Attendance
- Training Performance
- Meet Attendance
- Meet Performance
Group coaches will meet with the parents of an athlete before any movement of groups will take place. At that meeting, the coach will discuss their swimmer’s progression, the expectations of the new training group, and answer any questions the parents may have in regards to the new training group assignment.

All group placements are at the discretion of the Head Coach and/or Head Age Group coach and are subject to change from season to season.

Training Group Descriptions

Elementary White Group: Designed for the entry-level swimmers who train in the Developmental group which is for all ages. Swimmers are chosen for this part of the club after a try-out session to determine entry-level skills. There are no requirements on the number of training sessions to attend however it is recommended to attend as many as possible. Coaching will be on a level to develop competitive swimming skills. Meet participation along with invitationals hosted as fund-raisers are required.

Elementary/Middle School Blue Groups: Designed for the entry level competitive swimmers who train in the Elementary Blue group for those 5th grade and under or the Middle School Blue group for those 6th-8th graders. Swimmers chosen for blue group are based upon achieving a “C” cut time standard along with a basic ability to swim three of the four competitive strokes legally. Swimmers are encouraged to train at least 3-4 days a week for elementary and 4-5 days a week for the middle school group. Coaching will be on a level to further develop swimming skills and training on those skills. Meet participation along with invitationals hosted as fund-raisers are required.

Elementary/ Middle School Gold: Designed for experienced and top level swimmers who train in the Elementary Gold group for those 5th grade and under or Middle School Gold for those 6-8th graders. Swimmers chosen for this part of the club and training groups are based upon achieving a “BB” cut time standard along with a basic ability to swim all four competitive strokes. Swimmers are encouraged to attend all training opportunities and will be coached on a training level basis. Meet participation along with invitationals hosted as fund-raisers are required.

Senior: Designed for ALL levels of swimmers beginning with summer following 8th grade year and continuing up to and including college age athletes. Swimmers are encouraged to attend all training opportunities and will be coached on a training level basis. Meet participation along with invitationals hosted as fund-raisers are required.

Elite: Designed for experienced and top level, high school aged, swimmers who have achieved at least one 13-14 age group state cut. Swimmers can petition the head coach to join the elite group without having achieved a 13-14 age group state cut. All levels of training are incorporated throughout swimming and dryland. All training sessions are required with additional opportunities provided to Elite to train on Tuesday/Thursday AM’s. Meet participation along with invitationals hosted as fund-raisers are required.

National: National group is designed for the highest achieving athletes in the club who have achieved at least one maximum sectional cut. Group participation requires an athlete to sign a contract with a yearlong commitment. All levels of training are incorporated throughout swimming and dryland. All training sessions are required with additional opportunities provided to National to train on Monday, Tuesday, Thursday AM’s. Invitational through travel meets are required and competition includes highest level which swimmer is qualified.
Competition Information

Swim Meet Participation
Swimmers compete in the four competitive strokes which are: butterfly, backstroke, breaststroke, and freestyle. However, there is an individual medley that consists of a combination of all four strokes and is swum in the above sequence. Distances of each vary due to the stroke and the age group. NASA competes in invitational meets that are designated at the beginning of each season. Every NASA swimmer is required to swim invitational. Rules that apply to meets follow:

- Only meets listed on the seasonal meet calendar may be attended unless circumstances cause the meet schedule to be changed for the benefit of the team.
- Each swimmer is required to participate in all championship meets in which they qualify.
- Swimmers may not leave a meet early unless a coach has given permission to do so.
- All fees collected for meets that have been submitted to the meet host are non-refundable.
- If the swimmer is unable to attend a meet because of conflicting circumstances, the swimmer must notify the coach as soon as possible and preferably 24 hours before the meet.
- Every swimmer is required to wear a team suit and NASA cap at all meets or they will not be allowed to swim.

Preliminary/Final Meet Participation Policy:
- In attending a Prelim/Final meet, it will be expected that any swimmer who qualifies for finals during the course of a meet to attend and compete at finals for the team!
- The parents of the swimmer(s) may pre-arrange scratching finals (for the duration of the weekend) with their group coach no later than the Monday prior to the start of the meet, with a stated reason and discussion with the swimmer’s group coach!
- Swimmers and/or parents will not decide to scratch from finals during the course of the meet!
- Any qualifiers and alternates in a preliminary event should be prepared to return and compete at a finals session, due to potential scratches! After the scratch deadline passes, a swimmer should check the final results to see if he/she has been scratched into a final!
- Swimmers who are alternates after the stated scratch deadline for an event should speak with their group coach to discuss options and determine attendance for that finals session.

Swim Meet Signups
Each season, families will be required to declare their meet intentions on the Team Website. All families will need to log in and state if their athlete(s) will or will not be available to attend each swim meet that is available to the swimmer!

BEFORE DEADLINE
- Declarations MUST occur whether attending the meet or not. Coaches will contact those not declared. If DECLINING families should put a reason in the notes section. Families can also designate in the note section if an athlete can attend only a portion of the competition.

CHANGES AFTER DEADLINE - ENTRY SUBMISSION
- Upon receiving a meet entry file, the entry chair will send out an e-mail stating the closing deadline to change a meet declaration for a meet!
- Families will be able to change their declarations any time up to the declaration deadline (48 hours prior to meet entry having to be completed by the coaching staff) on the NASA website ONLY!
**FINAL NOTES**
- There will be no changes allowed to the swimmer’s declaration after the above-mentioned final deadline has passed!
- Families will be responsible for all associated meet fees if declared to swim, regardless of attendance at meet!

**Types of Swim Meets**

**Dual/Tri Meets** - Competitions between NASA and one or two other teams. These meets last around 2-3 hours, depending on number of teams. They are open to all swimmers, and everyone can get something out of them. Because they’re smaller, they’re especially suited to newer and younger swimmers, since they’re less intimidating than large invitational meets.

**Invitational Meets** - Meets in which a large number of teams compete. The term comes from the fact that, historically, teams had to be invited to attend, though these days generally any team can apply and get into a meet. There are two typical formats that invitations are contested:

- **Timed Finals Meets** - Meets in which swimmers will swim each event once and the final placings are determined by those times.

- **Prelim/Final Meets** - Meets in which swimmers race in a session in order to qualify for finals to typically take place later in the day. Nearly all championship meets are operated in this manner, but there are Invitational that are attended that will be contested as Prelim/Final.

**Championship Meets** - Traditionally at the conclusion of a season, these meets traditionally have minimum qualification standards in order to be eligible to compete.

**At the Meet**
1. Arrive at the pool 15-20 minutes prior to the scheduled warm-up time, and locate the NASA team area where all team members sit. The meet warm-up time will be listed in the meet information provided by your coach, as well as within the event listing on Team Unify.

2. Warm-ups are always conducted by the NASA coaching staff. It is very important for all swimmers to warm-up with the team.

3. All NASA swimmers are required to wear the team suit and NASA team cap during competition. Swimmers also are asked to wear their team t-shirts. All other team apparel is optional but encouraged to promote team unity and pride.

4. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. It is customary to write event numbers, heat and lane assignments on a swimmer’s hand, arm, or leg. Swimmer events are listed on the NASA website for each family to view. You can get that information for a swimmers heat and lane assignment by purchasing a heat sheet or by using the meet mobile app.

5. At the conclusion of each race, younger swimmers are expected to go immediately to their coach. Older swimmers should warm down first, if possible, and then see their coach. The coach discusses the race with each swimmer individually and gives positive comments concerning splits, stroke technique, and race strategy.
6. Electronic timing is used at most meets. Generally, the official time is the one recorded in the computer when the swimmer touches the touch pad. This time appears on the scoreboard, however, if a swimmer misses the touch pad, or if there is a mechanical failure, various back-up times may be used. The timing and score keeping personnel analyze all times to determine the official times, which are then posted as final results. Once results are finalized families can find live results using the meet mobile app.

7. According to USA Swimming rules, parents are not allowed in the immediate competition venue 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 NASA coaching staff. They, in turn, will pursue the matter through the proper channels.

8. In between races, swimmers are asked to rest and stay warm. All energy should be stored up and used in competition. Stay hydrated and eat light, nutritious snacks as needed.

9. It is very important that parents and/or swimmers check with the coaching staff prior to leaving the swim meet, making certain that their swimmer has not been placed on a relay.

**Meet Performance Awards**
Athletes will receive the following club awards when making cuts.

“C” cut - NASA Cap
“B” cut - TYR Water Bottle
“BB” cut - Towel
“A” cut – Sweatshirt
“AA” cut – TYR Fusion Suit
“AAA” cut - Travel Bag
“AAAA” cut – Parka

The first time a cut is achieved the award will be given at that time. Awards are given only once per age group in accordance with USA state meet guidelines. However, if a swimmer ages up during a season, then the second time a cut is made the award will be given at the end of that season. Awards for AAA andAAAA will only be awarded one time. Also, for the 15 and over age group, awards will only be presented on the basis of first time ever achieved!!!

**Championship Meet Progression**
As an athlete develops, they would have the opportunities to qualify for championship level meets. Each meet will have their own specific qualifications/requirements in order to participate. Swimmers who achieve one of these cuts should plan to participate in these meets for the team.

**Age Group Championships**

Divisional Championships - Indiana Swimming’s season ending championship meet for swimmers with Divisional time standards. Athletes with Age Group State time standards may not compete in those qualified events at the Divisional meet. Currently, there are seven (7) winter and three (3) summer divisional sites throughout the State of Indiana and NASA competes in the “North East (Winter) or the North (Summer) Divisional”.

Age Group State Championships - Indiana Swimming’s season ending championship meet for swimmers with Age Group State time standards. This meet is for 14 and under swimmers across the entire State of Indiana.
Zone Championships - The Central Zone’s season ending championship meet for any 14 and under swimmers with the ‘AAA’ time standard. Swimmers compete for Team Indiana against the other LSC’s within the Central Zone. Zones take place traditionally in Long Course (LCM) at the conclusion of the Summer Season only.

Mid-States Championships - Indiana Swimming hosted invitational meet that invites all-star teams from other LSC’s for competition. This meet is a Team Indiana application/selection meet as there are maximum entry considerations per event.

Duel in the Pool - Indiana Swimming invitational meet that invites all-star teams from other LSC’s for competition. This meet is a Team Indiana selection meet as there are maximum entry considerations per event.

Senior Championships
Senior State Championships - Indiana Swimming’s season ending championship meet to include swimmers who have achieved Senior State time standards. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Senior State time standards may compete.

Speedo Sectionals - Zone/USA Swimming sponsored meet. Sectionals are hosted throughout the country during the Spring and Summer seasons and are the beginning of the National Level series of meets for USA Swimming. Most Sectional meets are closed or restricted meets to a specific area, but on occasion, some will be open to any entry. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Sectional time standards may compete.

Futures Championships - USA Swimming sponsored meet. This meet is designed to be the bridge between Speedo Sectionals and Junior/Senior Nationals for athletes. Hosted at the conclusion of the Summer Season, this meet will be Long Course only. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Futures time standards may compete.

NCSA Junior Nationals – NCSA sponsored meet. This meet is an 18 and under meet that is hosted twice a year, Long course in August and Short course in March. This meet is typically for 15 and over athletes, but younger swimmers who have achieved the NCSA Junior National time standards may compete.

Junior Nationals - USA Swimming sponsored meet. This meet is the highest 18 and under meet that is hosted in our country! Hosted twice a year, Long Course in August and Short Course in December. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Junior National time standards may compete.

TYR Pro Series Meet - USA Swimming sponsored meet. Pro Series meets are spread out throughout the season across the country. Most of these meets will occur in Long Course settings to prepare these athletes for qualification meets later in the season. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Pro Series time standards may compete.

Phillips 66 Nationals - USA Swimming sponsored meet. This meet is the highest level meet offered on an annual basis. Hosted twice a year, Long Course in August and Short Course in December. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Nationals time standards may compete.
Olympic Trials - Athletes who obtain this cut (Long Course only) will have the opportunity to compete for coveted Olympic Games participation. Hosted once every four years! Any athlete who has obtained a time standard to qualify may compete in Trials.
Travel Reimbursement Program for Championship Level Meets/Elite Camps

REQUIREMENTS FOR REIMBURSEMENT
*Athletes MUST be a member (or committed) of/to NASA for at least one year (two seasons) to qualify for the reimbursement plan. Additionally, an athlete may only claim one reimbursement per season!
**All Athletes MUST qualify per Indiana Swimming Travel Support Program to receive NASA Travel Support!
***All Athletes MUST adhere to the NASA Code of Conduct and ALL Club Policies to qualify for the Reimbursement Plan.

IPC/US PARALYMPIC SANCTIONED MEETS
• Regional Meet (i.e. Cincinnati Disability Open) – Meet Fees reimbursed – one per year if not eligible to attend National/Trial meets!
• National Meets (i.e. Can-Ams) – May match ISI travel reimbursement, not to exceed total expenses incurred.
• Trials Meet (PARALYMPIC TRIALS ONLY) – May match ISI travel reimbursement, not to exceed total expenses incurred.

AGE GROUP MEETS
• Duel in the Pool, Zones & Mid-States – Meet Fees + Basic Equipment Package may be reimbursed to each athlete qualifying.

SENIOR MEETS
• Invitational Meets/Senior Circuit Meets/Senior State – Senior Group fund may provide monies to support athlete involvement.
• Speedo Sectionals – Senior Group Fund may provide monies to support athlete involvement unless NO National Level Meet swum during season THEN procedure will be as for ALL other National Level Meets as stated below.
• NCSA Junior Nationals – Meet is NOT funded via the ISI reimbursement plan; however, NASA may reimburse at level equivalent of USA Swimming’s Junior National Meet. NOTE: Reimbursement may NOT exceed expenditures!
• National Level Meets – If ISI has a reimbursement plan then NASA may match. If not, then NASA may reimburse 50%.
  *All Relay ONLY Swimmers may be reimbursed at 50% of individual qualifiers!
  **Only National Group members will qualify for National Meet reimbursements!

CAMPS
• Elite swimming camps organized by Indiana Swimming, within the state of Indiana, may receive reimbursement of camp expenses including room and board and any additional camp fees.
• Elite swimming camps organized by Indiana Swimming, outside the state of Indiana, may receive reimbursement of camp expenses including room and board, additional camp fees and travel expenses.
• National Level Camps organized by USA Swimming may receive reimbursement of all camp expenses but not to exceed expenditures.
  *All camp reimbursements will be reviewed on an individual basis by the NASA Board of Directors upon recommendation from the Head Senior and Age Group Coaches.

**COACHING STAFF REIMBURSEMENT**

• Coaches will be fully funded for their expenses through the NASA Reimbursement Plan!
Championship Suit Policy

NASA TYR/ Technical Suit Policy
The following outlines the Northridge Area Swimming Association’s policy pertaining to the club’s sponsorship with TYR and the purchasing of technical suits.

TYR Sponsorship
Currently NASA is under contract with TYR. For our members that means a few things. First of which at all competitions NASA swimmers should be in **TYR gear ONLY**. This includes suits, caps, parkas and warm ups. Team suits and caps are already TYR products. By abiding by these contract rules TYR gives our members discounts on technical suits based on their level of qualification, as well as discounts to the club. For any questions pertaining to the sponsorship please contact Coach Hembree

Technical Suit Policy
NASA members will need to abide by the following technical suit policy to compete. First and foremost all technical suits and caps **MUST BE TYR products, NO EXCEPTIONS** will be made. The decision for a swimmer to wear a technical suit is the responsibility of the group coach and if need be the club director.

**TYR Fusions**
- Can be worn by any age swimmer once they have achieved a AA time standard.
- NASA will provide a fusion as an award for achieving a first time AA in an age group. The Fusion NASA would provide for a male will be a racer. If you would prefer a knee suit you would need to pay the difference to purchase the knee suit. This is not an option for females.
- All fusion decisions should be discussed with the swimmer’s coach prior to purchase or competition.

**Technical Suits**
- 11 & Overs who are individual state qualifiers will be permitted to wear a TYR technical suit at championships finals.
- At the coaches discretion a performance suit may be worn during finals of a prelim/final meet.
- Performance Caps (dome caps) will be permitted at the senior level only.
- All technical suit and performance cap decisions are at the discretion of the coach and should be discussed with the coach prior to the swimmer purchasing either.

**Ordering of Technical Suits**
NASA coaches will coordinate each season to do a group order of performance suits. If families would like to receive the discounts afforded to club members through the club's TYR contract, performance suits **MUST** be ordered through the club during these times. Families purchasing technical suits on their own will not be able to get the discounted price.
NASA Financial Assistance Award Program

DESCRIPTION:
- Annual program for financial assistance to swimmer(s) with need.
- Number and amount of award(s) will vary from year to year as decided by the NASA board of directors.
- Award will be a one-time event and not renewable from year to year. Recipient(s) may apply and receive awards over multiple years.
- Award will be credited against dues on the swimmers NASA account.
- The amount of award, number of award(s) and recipient(s) of the award(s) are at the sole discretion of the NASA board of directors.
- NASA is under no obligation to distribute the award(s) each year.

ELIGIBILITY:
- Current NASA swimmers of high school age or younger. NASA swimmers who have graduated from high school are not eligible.

SELECTION CRITERIA:
- Financial need of parents or guardians demonstrated by documentation.
- Swimmers history of adhering to the NASA code of conduct.
- Recipient(s) will be decided by the NASA board of directors.

AWARD AMOUNTS:
- Award amount will be decided by the NASA board of directors each year. Monies will come from the Elkhart Community Foundation Fund (NASA), outside contributions and other sources approved by the NASA board of directors. Award amount will not exceed the expense for annual dues.

OBLIGATIONS OF RECIPIENTS:
- Recipients will be expected to attend at least 85% of weekly practices.
- Recipients will adhere to the NASA code of conduct.
- All fees not covered by this award must be kept current.
- Parents/Guardians must meet all volunteer requirements as defined in the team handbook.
- Failure to follow the obligations will result in the recipient being ineligible for any future financial assistance award.

DEADLINE:
- Swimmers being considered must have financial need documentation submitted to the NASA board of directors by October 15th.
- Award recipients will be notified by November 1st.
NASA COVID-19 Policy and Procedures

The safety of our athletes, coaches and families is of the utmost importance. With the current situation in regards to the COVID-19 pandemic, NASA will be adhering to the following COVID-19 Policies and Procedures, as well as those implemented by Middlebury Community Schools, Northridge High School and Northridge Middle School. These procedures will be in place during training sessions at both the High School and the Middle School Facilities.

The following procedures will be implemented for NASA Training Sessions.

- Max limit of four (4) swimmers per swimming lane, starting from opposite ends (in accordance with USA swimming guidelines).
- If lane space becomes an issue, Swimmers will sign up for lane space through an online signup process, prior to that days practice time.
- All swimmers/staff will wear a facemask while in the facility/on the pool deck until they are ready to get into the water.
- Any swimmers/staff member found to have any of the COVID symptoms will be asked to leave the facility.
- Upon entering the facility, all will be required to sanitize hands using provided sanitizers/wipes stationed on a table inside the door. Swimmers & staff will also have their temperature (no higher than 100.4 per CDC Guidelines) and symptoms checked by an MCS Aquatics Staff member prior to entry into the facility.
- All swimmers and staff members entering the facility will be tracked (attendance) through digital means on a daily basis.
- Everyone in the building should maintain at least a 6’ social distancing between him or her and anyone else that is not an immediate family member.
- Swim Equipment will not be made available to the public. All equipment used by teams will be sanitized before and after each use. There shall be NO sharing of equipment, water bottles, etc.
- Swimmers and staff members will need to provide their own water and water bottle. Use of drinking fountains, by swimmers, is prohibited at this time. If a swimmer needs more water during or before a workout a designated staff member will fill up the water bottle for the swimmer.
- Once a swimmers practice time is complete they will be asked to dry off, get dressed, and exit the facility promptly.
- Upon exiting the facility users will be required to sanitize their hands using the provided sanitizers/wipes stationed inside the pool doors. All should proceed immediately to their vehicle and leave the campus.
- Drop Off/Pickup at pool: All drop offs and pickups must take place within 10 minutes of scheduled start time.

**LOCKER ROOM PROCEDURES**

- **Middle School & High School Groups**
  - Swimmers will be able to use locker rooms before, after school, and after practices.
  - Swimmers will be assigned locks and lockers in a way to enforce social distancing.
  - Swimmers will only be allowed to store swim attire and/or equipment in their lockers, nothing else (food, clothes, etc.)!
  - Swimmers will wear masks at all times while in the locker rooms, with the only exception being the showers, where athletes will maintain social distancing by using every other shower.
  - NASA or Facility staff may limit the number of swimmers or the amount of time a swimmer can be in the locker room at any time to make sure we are complying with any state or local regulations.
  - The use of locker rooms during training sessions will be reserved for restroom breaks only, with not more than two (2) patrons in the locker room at any given time.

- **Elementary Groups**


- Swimmers will need to arrive in their swim attire and will leave in their swim attire.
- The use of locker rooms during training sessions will be reserved for restroom breaks only, with not more than two (2) patrons in the locker room at any given time.
- This procedure will be evaluated on a week to week basis, with facility and school admin, with the current plan of allowing locker room usage prior to the cold months.

**HEALTH SCREEN**

NASA staff will continue to check athlete temperatures and ask about COVID symptoms when they arrive at either facility. The most concerning threat to an organized sports team is rapid spread within the group. Effective containment depends on early symptom identification, removal from practice (isolation), and strict guidelines regarding return to practice.

If you had any of the **following symptoms in the past 24 hours**, please remain at home and do not return to practice until you are symptom free for 24 hours. If practical, go to a testing facility to be assessed.

- Unexplained rash
- Diarrhea
- Vomiting
- Cough
- Shortness of breath/difficulty breathing
- Fever
- Chills
- Muscle pain or body aches (outside of the normal)
- Sore throat
- New loss of taste or smell

**Have you tested positive for COVID-19 or otherwise been diagnosed with COVID-19 within the last 14 days?** If you answer yes, all three of the following are required before return to practice: a minimum of 14 days of self-quarantine from the positive test, 72 hours with no symptoms, and a subsequent negative test. Testing and results must be reported to the coaching staff to monitor contacts and early signs of transmission within the team or groups.

**Have you have had close contact within the last 14-days with someone who has COVID-19 or who has any of the above symptoms?** *(Note: Close contact is defined as within 6 feet for more than 10 minutes per CDC Guidelines.)* If you answer yes, to return to practice the swimmer should have no symptoms for 72 hours, a negative test, and no additional close contact with the infected individual.

**ADDITIONAL SAFETY EXPECTATIONS**

- All families must return a signed copy of the MCS Aquatic Facilities COVID waiver to be permitted to attend practice.
- Athletes will only be permitted to enter the building 15 minutes before their scheduled practice. If they arrive early, they must wait in their car until the appropriate time to enter the building.
- Parents/spectators will not be allowed in the building at any time and are expected to practice social distancing when waiting for their swimmer. We understand this may bring Safe Sport concerns. We will have multiple coaches, lifeguards, and staff on site always. This will allow us to exceed “two deep leadership” and operate well within the requirements of Safe Sport.
- All doors to the building will be propped open to limit athletes from touching any surfaces.
Athletes should be prepared to arrive and depart in their suits.
Athletes should bring their own water bottles (already filled). Use of the water fountains at the facility will be prohibited.
For us all to stay healthy and be able to keep swimming, we ask our athletes to please practice responsible social distancing when they are away from the pool as well.
Athletes and families who travel by air, or to an area deemed high risk by the staff, will need to communicate this with the coaching staff prior to returning to practice.
MCS staff will be disinfecting the bathrooms throughout the day. Additionally, the entirety of both facilities will be disinfected each night.

PLEASE ALSO REVIEW THE IMPORTANT INFORMATION AND RESOURCES BELOW REGARDING COVID-19 VIRUS:
Minor Athlete Abuse Prevention Policies (MAAPP)

The Safe Sport/MAAPP Information
USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members, and in 2010, it formally implemented a comprehensive Safe Sport program to respond to and prevent instances of abuse and misconduct within the sport of swimming. In 2018 the Federal Government signed the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act trusting the U.S. Center for Safe Sport as the exclusive authority to respond to reports of allegations of sexual abuse and sexual misconduct within the United States Olympic and Paralympic committee and their recognized National Governing Bodies (NGBs). Since then the center and USA swimming has released its newest set of guidelines.

In this manual you will find the specific policies and procedures for NASA in the following areas:

- Best Practices Guidelines
- One-on-one Interactions
- Anti-Bullying
- Social Media/Electronic Communication
- NASA Locker Room Monitoring
- Travel Code of Conduct
- Massages and Rubdowns/Athlete Training Modalities
- MAAPP Acknowledgement
BEST PRACTICE GUIDELINES

All USA Swimming members are required to abide by the Code of Conduct. In addition to that Code, USA Swimming publishes the following Best Practice Guidelines. The Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes.

1. Parents will be encouraged to appropriately support their children’s swimming experience.

2. Two-deep Leadership: One coach member and at least one other adult will be present during all practices, suit fittings, athlete pick-up and other sanctioned club activities whenever at least one athlete is present.

3. Open and Observable Environment: An open and observable environment will be maintained for all interactions between adults and athletes. Private, or one-on-one situations, will be avoided unless they are open and observable. As an example, a meeting should be moved to an open and observable location if the meeting inadvertently begins in private.

4. Coaches will not invite or have an athlete(s) to their home without the permission of the athlete’s parents (or legal guardian).

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

6. Athletes will 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 will be of the same gender and should be a similar age. Athletes and Unrelated adults will not share a hotel room, other sleeping arrangement or overnight lodging while traveling.

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

9. Communications between non-athlete adult members and athletes will not include any topic or language that is sexual or inappropriate in nature.
ONE-ON-ONE INTERACTIONS POLICY

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

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

III. **Meetings with mental Health Care Professionals and/or Health Care Providers**
   If a Mental Health Care Professional and/or Health care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
   a) The door remains unlocked;
   b) Another adult is present at the facility;
   c) The other adult is advised that a closed-door meeting is occurring; and
   d) Written legal guardian consent is obtained in advance by the Mental Health care Professional and/or Health Care provider, with a copy provided to the club.

IV. **Individual Training Sessions**
   Individual Training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.
NASA ANTI-BULLYING POLICY

Bullying of any kind is unacceptable at Northridge and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. NASA is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager, or board member.

Objectives of NASA’s Anti-Bullying Policy:

1. To make it clear that NASA will not tolerate bullying in any form.
2. To define bullying and educate all coaches, swimmers, parents and board members of the types of behavior that constitute bullying.
3. To inform all coaches, swimmers and parents that there is a policy and protocol, should any bullying issues arise.
4. To make clear the responsibility of all NASA members to report bullying.
5. To spread the word that NASA 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 defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members (“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 should do one or more of the following things:
   - Talk to his or her parents;
   - Talk to a NASA coach, Board member or other designated individual;
   - Write a letter or email a NASA coach, Board member or other designated individual;
   - Make a report to the US Center for 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 stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.

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 children involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the children involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at Northridge or it is reported to be occurring at Northridge, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE CHILDREN 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 children, and gather all available information regarding the circumstances under which the incident occurred.
   c. Listen without blaming.
   d. Don’t call the act “bullying” while you are trying to understand what happened.

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 children involved?
      - Have there been past conflicts?
      - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the “popularity” of the kids involved.
      - Has this happened before? Is the child worried it will happen again?
   c. Remember that it may not matter “who started it.” Some children 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 children involved.

SUPPORTING THE CHILDREN INVOLVED
1. Support the children who are being bullied
   a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
   b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
      - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
      - Develop a game plan. Maintain open communication between NASA and the 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.

2. Address bullying behavior
   a. Make sure the child who engaged in the bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.
   b. Show children that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
   c. Work with the child to understand some of the reasons he or she bullied. For example:
      - Sometimes children bully to fit in or to make fun of someone who is different from them. In other words, there may be some insecurity involved.
      - Other times children act out be cause something else — issues at home, abuse, stress — is going on in their lives. They also may have been bullied. These children may be in need of additional support.
   d. Involve the child who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
      - Write a letter apologizing to the athlete who was bullied.
      - Do a good deed for the person who was bullied, for NASA, or for others in your community.
      - Clean up, repair, or pay for any property they damaged.
   e. Avoid strategies that don’t work or have negative consequences:
      - Zero tolerance or “three strikes, you’re out” are generally unsuccessful strategies. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
      - Similarly, conflict resolution and peer mediation often 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.

3. Support bystanders who witness bullying. Every day, children 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 a NASA board member.
   c. Help the child 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.
The Northridge Area Swimming Association recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary methods 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.

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

- drug or alcohol use;
- sexually oriented conversation, sexually explicit language and/or sexual activity;
- the adult’s personal life, social activities, relationship or family issues or personal problems; and/or
- 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 use in communication is:

- “Is this communication something that someone else would find appropriate or acceptable in a face- to- face meeting?”
- “Is this something I would be comfortable saying out loud to the intended recipient of my communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes?”
- “Is this something I would be comfortable with if it were on the front page of my local newspaper?”

With respect to electronic communications, electronic communications with swimmers should be **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 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. 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, and 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 methods.
Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

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

TWITTER/INSTAGRAM
Coaches are not permitted to follow athletes on Twitter/Instagram. Likewise, athletes are not permitted to follow coaches on Twitter/Instagram. Coaches and athletes are not permitted to “direct message” each other through Twitter/Instagram.

TEXTING
If coaches need to communicate with an athlete via text message, the athlete’s parent or legal guardian must be included on the communication. If the athlete communicates with the coach via text message first, the coach must include the parent or legal guardian on all responses to the athlete.

EMAIL
Athletes and coaches may use email communication. When communicating with an athlete through email, a parent or legal guardian must be copied on the communication. When a coach must communicate to entire group/team, 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.

HOURS
All electronic communication between coaches and athletes must only be sent between the hours of 8:00a.m. and 8:00p.m. unless emergency circumstances exist, or during competition travel.
LOCKER ROOM MONITORING POLICY

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

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

We practice at Northridge High School and Northridge Middle School.

These locations have changing areas that are shared with the general public. As such, there is a possibility for people who are not associated with NASA in the changing area around the time of practice.

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

We prohibit parents from entering locker rooms and changing areas. In the event of an emergency, where a parent needs to enter the locker room, it must only be a same-sex parent.

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 parents MUST use the private changing room located in the observation room at Northridge. Parents must let the coach know beforehand that he or she will be helping the athlete.

NASA has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post coaching staff inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaching staff conducts these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES
Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Minor Athlete abuse Prevention Policy prohibit the use of such devices in the locker room or other changing area:

Article 305.4
Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
TEAM TRAVEL/CODE OF CONDUCT POLICY

Purpose: During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. The purpose of the Team Travel Policy is to establish standards of behavior and manage expectations for NASA and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

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

Section 1 – USA Swimming Required Policies.
NASA and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

a) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete. (Article 305.6.1)
b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (Article 305.6.2)
c) 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. (Article 305.6.3)
d) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (Article 305.6.4)

Section 2 – Recommended Policies

a) During team travel, when conducting room checks and attending team meetings and/or other activities, two-deep leadership and open observable environments should be maintained.
b) Athletes should not ride in a coach’s vehicle with another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
c) During overnight team travel, if athletes room with other athletes they shall be of the same gender and should be a similar age. Chaperones/team managers should stay in nearby rooms. Athletes and Unrelated adults will not share a hotel room, other sleeping arrangement or overnight lodging while traveling.
d) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a “buddy” club to associate with during the competition and when away from the venue.
e) To ensure the propriety of the athletes and to protect the staff, there should 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.)
f) A copy of the Club Code of conduct must be signed by the athlete and his/her parent or guardian.
g) Team or LSC officials should obtain a signed liability release and/or indemnification form for each athlete.
h) Team or LSC officials should carry a signed medical consent authorization to treat form for each athlete.
i) Curfew shall be established by the team or LSC staff each day of the trip.
j) 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.
k) The directions and decisions of coaches/chaperones are final.
l) 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 with the team has gathered without permission of the coach or chaperone.
m) 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 must be accompanied by a chaperone at all times.
n) The head coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3 – NASA Code of Conduct/Travel Policy
The NASA Code of Conduct/Travel Policy for any meet will include the following but is not limited to:
1. All Team Members are expected to:
   a. Refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
   b. Display due respect and sportsmanship toward coaches, officials, administrators, teammates, and fellow competitors.
   c. Use available changing facilities at the pool; “deck changes” are NOT permitted at any time.
   d. Wear team attire or the assigned attire the entirety of the trip.
   e. Attend all team meetings and activities and always be punctual.
   f. Stay in groups of three or more when visiting public places and refrain from any loud or boisterous behaviors. These behaviors will also be kept to a minimum when in assigned hotel rooms.
   g. Exhibit polite behavior at all times. When applicable, a 15% tip should be left for your waiter/waitress. If there was a problem with the service, please consult a coach.
   h. Be in his or her assigned room by the assigned curfew and abide by the designated lights out time. Permission to leave the room after curfew must be obtained from the head coach.

2. Team members are also agreeing that:
   a. Possession or use of alcohol or tobacco products by any athlete is prohibited.
   b. Possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden. If found to be “just hanging out” with persons participating in these activities, the punishments will be the same as if actually participating. All persons involved will face disciplinary action.
   c. They will accept responsibility for any damages or thievery at hotel and understand that further disciplinary action will be taken. Care is to be taken as to not cause damage to travel vehicles either.
   d. Inappropriate physical contact with teammates is not acceptable, and they are to refrain from use of inappropriate language.
   e. They are not to enter the hotel rooms assigned to opposite gender. Also privacy of roommates is to be respected.

Failure to comply with the Code of Conduct as set forth in this document may results in disciplinary action. Such discipline may include, but may not be limited to, dismissal from the trip and immediate return home at the athlete’s expense. Additional consequences could involve future team trips and/or the athlete’s status with the club. All team members; team staff and parents of minors are apprised in writing of this Code of Conduct.

Section 4 – Example Team Trip Code of Conduct/Permission Slip.
CODE OF CONDUCT AND TRAVEL POLICY

The following code (along with the USA Swimming Code of Conduct) is in effect throughout the entirety of the Winter Senior State Meet team trip (March 15-17, 2019). Additionally, anyone, who acts in a manner that would interfere with the trip objectives listed below, will be subject to return home (at the expense of the individual involved) as well as other possible punishments including future status with the club. Note that ALL members of this trip (Coaches, Athletes and Chaperones) must be members in good-standing with USA Swimming.

1. All team members are expected to behave in an exemplary manner. The reputation of Northridge Area Swimming Association, the coaching staff and athletes, is dependent on your behavior.

2. The coaching staff holds the final word on any rules, regulations, or disciplinary action throughout the team trip.

3. The consumption or usage of any illegal substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team/sport affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the trip.

4. At no time will male and female team members be in the hotel room of the opposite gender. The only exception would be if swimmers are in the room of the coaching staff while under two-deep direct supervision. This applies to members of any other team as well. The hotel has a lobby in which team members can socialize!

5. 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). If this occurs, and an additional athlete shares the room then all must be of the same gender. In addition, the additional athlete's parents must provide written consent.

6. No team meetings or activity may be missed. Be punctual to all meetings and activity times.

7. Appropriate attire, including designated team wear, shall be worn during all team activities.

8. No team member may be out of his or her room after the assigned bedtime/curfew. Permission must be obtained from the Head Coach to leave the room past this time. The head coach will also establish a “lights out” time.

9. When visiting public places then athletes must stay in groups of no less than three persons.

10. Any damages or thievery incurred during this trip will be at the expense of the swimmer and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in public areas, and such behavior will be kept to a minimum in your hotel room.

11. All team members will be polite in public areas including restaurants. If applicable, leave a 15% tip. If there has been a problem with the service, see a member of the coaching staff.

I recognize my responsibility to abide by the rules and requirements of this senior group team trip. I acknowledge that I have received these and will abide by them.

Swimmer: ___________________________________________ Date: __________

Parent: ______________________________________________ Date: __________

Chaperone: ___________________________________________ Date: __________

Coach: _______________________________________________ Date: __________
2019 Winter Senior State Team Permission Slip

I, ___________________________________________________ GIVE PERMISSION FOR
(Parent or Guardian)
_________________________________________________ TO TRAVEL WITH
(Athletes Name)

USA SWIMMING SANCTIONED MEMBERS OF THE NORTHRIDGE AREA
SWIMMING ASSOCIATION TO THE 2019 WINTER SENIOR STATE
CHAMPIONSHIPS IN INDIANAPOLIS, INDIANA FROM
MARCH 15-17, 2019.

_____________________________________
PARENT OR GUARDIAN SIGNATURE
MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES POLICY

Section 1 – Definition
a) In this section, the term “Massage” refers to any message, rubdown, athletic training modality including physical modalities (e.g. stretching, physical manipulation, injury rehabilitation, tec.) and electronic or instrument assisted modalities (e.g. stim treatment, dry needing, cupping etc.).

Section 2 – General Requirement
a) Any massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

Section 3 – Additional Minor Athlete Requirements
a) Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
b) Legal guardians must be allowed to observe the Massage.
c) Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
d) Recommended - Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.
I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with Northridge Area Swimming Association.

I acknowledge that My athlete(s) and I have read, understood and agree to the following areas of the Northridge Area Swimming Association’s Minor Athlete Abuse Prevention Policy:

- One-On-One Interactions Policy
- Anti-Bullying Policy
- Social Media and Electronic communication Policy
- Locker Room Monitoring Policy
- Team Travel/Code of Conduct Policy
- Massage and Rubdowns/Athlete Training Modalities Policy

Guardian 1 PRINTED NAME:_______________________________________________
Guardian 1 SIGNED:________________________________________Date___________

Guardian 2 PRINTED NAME:_______________________________________________
Guardian 2 SIGNED:________________________________________Date___________

Swimmer 1 PRINTED NAME:_______________________________________________
Swimmer 1 SIGNED:________________________________________Date___________

Swimmer 2 PRINTED NAME:_______________________________________________
Swimmer 2 SIGNED:________________________________________Date___________

Swimmer 3 PRINTED NAME:_______________________________________________
Swimmer 3 SIGNED:________________________________________Date___________

Swimmer 4 PRINTED NAME:_______________________________________________
Swimmer 4 SIGNED:________________________________________Date___________
Swimming Terminology

AGE GROUP SWIMMING - The program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

ATTACHED - A registered swimmer who is attached to a registered USA Swimming swim team.

BACKSTROKE FLAGS - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool.

BUTTON - The manual timing system stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. It is the timers’ responsibility to push the button as the swimmer finishes the race. Sometimes referred to as a plunger.

CHAMPIONSHIP MEET - The meet held at the end of a season. Qualification times are usually necessary to enter meet.

CHECK-IN - The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each swimmer's name on a list posted by the meet host.

CIRCLE SEED - In a meet with both preliminary and finals sessions, the fastest three heats of each event in prelims is circle seeded. That means the fastest swimmer is in the center lane in the fastest heat, the second fastest swimmer is in the center lane in the next-fastest heat, the third fastest swimmer is in the center lane in the third-fastest heat. The fourth fastest swimmer will swim in the fastest heat next to the fastest-seeded swimmer. The fifth fastest swimmer will swim in the next-fastest heat next to the second fastest-seeded swimmer, and so on until the three heats are filled up. As opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

CIRCLE SWIMMING - Swimming to the right of the black line so that you 'circle' the lane. This is the usual method for practices and warm-ups.

CLERK OF COURSE - The USA Swimming-certified official responsible for deck seeding and organizing swimmers into heats (usually this role is filled by a parent-volunteer). Also, where scratches and relay cards are turned in, and on-going meet information is available for the coaches.

DECK SEEDING - The process of organizing swimmers into events, heats, and lanes (by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding prior to the meet).

DISQUALIFICATION - The loss of points and a time due to an infraction of the rules that govern the meet.

DQ - Short name for a disqualification.
FALSE START - occurs when a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

15-METER MARK - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In freestyle, backstroke and butterfly events, the swimmer must surface at or before these marks.

FINA - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

FLYOVER STARTS - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool.

HEAT - In competitions, each event (i.e. the 50 freestyle) will be divided into heats of swimmers based on the number of lanes available and the swimmers’ times. In most competitions, the heats progress from slowest to fastest.

HEAT SHEETS - A printed program of events including the entry time, assigned heat and lane for each swimmer in an event. Generally sold at most meets.

IM – Shortened name for Individual Medley; an event in which the swimmer must do all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

INDIANA SWIMMING, INC. – The name of the Local Swimming Committee (LSC), charged by USA Swimming to govern competitive swimming in the state of Indiana.

LAP COUNTER – A set of plastic numbers submerged at the far end of the pool to help swimmers in distance freestyle events keep track of laps. A volunteer counter (usually a parent or teammate) flips the numbers after each lap and places them in the water while the competitor swims toward them. The numbers are pulled out before the swimmer completes his/her flip turn.

LENGTH/LAP - Technically, a length is once across the pool; a lap is across and back. However most coaches use the terms interchangeably to mean simply once across the pool. Thus, 4 lengths in a 25 yard pool would be swimming across the pool 4 times, totaling 100 yards.

LONG COURSE - A pool 50 meters in length. USA Swimming conducts most of its summer competition in long course and is the format for the Olympics Games.

LSC – Local Swim Committee, the governing body that oversees swimming at the local level. There are 59 LSC’s in the country. Our LSC is Indiana Swimming, Inc.

MARSHAL - The officials who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue and are usually trained parent volunteers.

MEDLEY RELAY - A four-person relay in which one swimmer is assigned each of the four strokes in the following order: backstroke, breaststroke, butterfly, freestyle. No swimmer may swim more than one leg of the relay. the following age groups – 10&under, 11-12 and 13-14.
NT - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before and does not have an official time of record.

OFFICIAL - A judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

OPEN WATER SWIMS – Swimming events conducted in a natural body of water, such as a lake, river or ocean.

PERSONAL BEST - Often called a 'PR,' the best time a swimmer has achieved so far in a given event.

PRELIMINARIES (PRELIMS) - Also called trials. Races in which swimmers qualify for the finals to typically be swum later in the day.

PROOF OF TIME - A requirement some meets have to make certain that swimmers have legally met the time standards for that meet. Monetary fines are sometimes assessed for a failed swim at meets if the entry time can't be proven.

PSYCH SHEET - A list of the order of events by session with swimmers listed according to their entry times (usually fastest to slowest). It does not show heats. The psych sheet is usually provided electronically prior to the meet.

QUALIFYING TIMES - Published times that must be achieved during a given period in order to enter certain meets.

REFEREE - The head official at a meet that makes all final decisions based upon USA Swimming rules.

SANCTION – A competition or time trial must be sanctioned (approved) by USA Swimming (through the Local Swim Committee) for the times swum to count and to be used in other sanctioned meets.

SCRATCH - To withdraw from an event (with the forfeit of the entry fee), only to be done by the coaching staff.

SEEDING TIMES - The time a swimmer uses to enter a meet. This time determines one's heat and lane in the particular event.

SESSION - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

SHORT COURSE (SC) - A pool 25 yards/meters in length. USA Swimming conducts most of its winter competition in short course yards.

SPLIT - A time taken at an intermediate distance, e.g., a 50 yard time for a 100 yard race, or the time of one individual in a relay.

STARTER - A Certified Official responsible for starting each event, and being sure that each start is fair for all participants.
STROKE AND TURN JUDGE - A Certified Official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

SWIM-OFF - A tie-breaking swim between competitors. Usually used in a prelims and finals format to determine which swimmer advances to the finals, or to determine the order of priority of tied alternates.

TIME STANDARDS – USA Swimming establishes motivational time standards for each age group every four years. The current standards will be in place until August 31, 2020 and are available on the NASA website. Time standards and age determine the type of meet in which a swimmer may participate. Age group standards progress from (slower to faster) B, BB, A, AA, AAA, and AAAA. In addition, there are specific time standards for various championship meets that will be provided as appropriate for your swimmer.

UNATTACHED – A registered swimmer who is not attached to a registered USA swim team. If a swimmers changes teams, that swimmer must swim unattached for 120 days from the last day of he/she swam in competition representing the former club.

TOUCH PAD - A large pad at the end of each lane that registers a swimmer’s touch and communicates electronically to the timing system.

USA SWIMMING, INC. – The National Governing Body that regulates our sport. All NASA swimmers are registered with USA Swimming and each has been assigned an identification number. This USA Swimming registration expires at the end of each year. This is the organization that sends swimmers to the Olympic Games. USA Swimming is a member of FINA.

USA SWIMMING CARD/NUMBER - A membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The formula for deriving a swimmer’s USA Swimming number includes the birth date (6 digit format MM/DD/YY), first three letters of the first name, middle initial, and first four letters of the last name. For example: John A. Smith was born September 1, 1959. His USA Swimming number would be: 090159johasmit

WARM-DOWN - Low-intensity swimming used by a swimmer after a practice, set or race to rid the body of excess lactic acid, and to gradually reduce the heart rate and respiration.

WARM-UP - Low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration.