



Team Handbook 2018-2019

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www.swacswim.org

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PHONE NUMBERS AND EMAIL ADDRESSES

SWAC Website	www.swacswim.org
SWAC Business Manager Email	dwilson.swac@gmail.com
SWAC Business Manager	260-445-5306
Head Coach – Justin Max's email	justinmax06@yahoo.com
Head Coach - Justin's cell phone	614-284-6721
SWAC Office	260-445-5306
Indiana Swimming	www.inswimming.org
United States Swimming	www.usaswimming.org

AREA NATATORIUMS (INDOOR POOLS)

Southwest Allen County Schools Natatorium
Summit Middle School
4509 Homestead Rd.
Fort Wayne, IN 46814
260-431-2585

Helen P. Brown Natatorium
South Side High School
3301 South Calhoun Street
Fort Wayne, IN 46807
260-467-2660

ABOUT US

South West Allen Community Swim Team Inc. (SWAC) was organized in February 1994 by a group of parents from Southwest Allen County and surrounding areas. SWAC Members include all registered swimmers with SWAC, and their parents or guardians, provided they are in good standing with the organization.

SWAC is managed by a Board of Directors elected by the club membership. The Board governs SWAC according to Bylaws which have been adopted by the Board and approved by its membership. The Board is charged with developing, implementing, and enforcing SWAC's policies and procedures. The Board meets regularly, usually on a monthly basis. Any member is welcome to attend these meetings.

SWAC holds one (1) formal annual membership meeting, usually in September of each year. At that meeting, the SWAC Board of Directors is elected. All SWAC members are invited and strongly encouraged to attend this meeting.

The fiscal year for SWAC is September 1 through August 31. This period coincides with SWAC's swim seasons which also mirror the competition seasons of USA Swimming, Inc. and Indiana Swimming, Inc.

SWAC MISSION

We seek to create the best possible swimming experience for each and every athlete in our trust. To that end, we will employ the very latest techniques and training by providing experienced, professional and highly regarded coaches. In addition, we seek to build team spirit, teach delayed gratification and create a focus on personal achievement along with respect for one's self, teammates, coaches and competitors.

Justin Max – Head Coach

Justin grew up in Columbus, Ohio, and began competitive swimming at the age of 5. Through middle school and high school he competed for the Greater Columbus Swim Team of Ohio (GCSTO) where he was a Sectional and Junior National qualifier as well as a team record holder. Justin attended the University of Kentucky where he was both a 4-year letter winner on the Men's Varsity Swim Team and a 4-year Academic All-SEC honoree. As a senior, he was selected for the All-SEC Community Service Team and was inducted into UK's Frank G. Ham Society of Character.

Justin graduated from UK in May of 2010 with a double major in Political Science and Spanish, and returned to Columbus to begin his coaching career with GCSTO. While with GCSTO, Justin spent time as both the Head Age Group Coach and National Team Coach, which allowed him to work with athletes of all ages and ability levels. In 5 years with the team, Justin's athletes achieved numerous Sectional, Junior National, and Senior National qualifying times, broke more than 50 GCSTO team records, and captured individual and relay state championships at the Age Group, Senior, and High School levels. While at GCSTO, Justin's athletes achieved national Top 10 rankings from both USA Swimming and the National Interscholastic Swim Coaches Association.

Justin joined SWAC in August of 2015, and in his first season he led the Age Group Team to a 5th place finish at the Indiana State Championships - a rise of 11 places from the previous year.

Chris Knoblauch - Head Age Group Coach

Chris grew up in New Haven, where he started swimming at a young age for the New Haven Barracudas. As he got older, he continued swimming and began swimming year round for Southeast Family YMCA (SEFY). As a high school swimmer, Chris competed for New Haven High School as well as for his year round team. He was able to qualify for the high school state meet. During his club years of swimming, Chris qualified and placed at the state meets several times

Chris continued swimming in college at The University of Indianapolis. He was a four year letterman and was given the honor of being named mental attitude award winner his senior year. His love for swimming continued after college and he started to coach at various different programs in the Fort Wayne area.

After graduating from college with an education degree, Chris came back to Fort Wayne to begin teaching. He met his wife Amber while coaching at Avalon summer swim club. They are married and have six children. Chris is a Teacher at Weisser Park Elementary - Fort Wayne Community Schools.

Coaching experience:

Avalon 10 years. First place at the city meet 7 times in a row

Three Rivers Aquatic Club 16 years. Many state finalists and several state champions

Snider high school men and women 10 years. 10 conference titles (girls) 6 conference titles (boys). Numerous state finalists for both boys and girls. State championship boys 100 fly in 2014-15 season

COACHING PHILOSOPHIES AND GOALS

The goal of the SWAC coaches is to make champions of our swimmers. Not every SWAC swimmer is capable of winning each race he/she swims; however, each can be a champion by achieving his/her desired level of swimming proficiency in light of their respective potential. To this end, SWAC coaches will do their best to help swimmers set realistic goals, educate swimmers on the level of commitment required to achieve their goals, motivate swimmers through a positive training environment, and appropriately train and condition the swimmers based on their respective goals.

Core Coaching Objectives

- A. Positive Experience: Encourage swimmers to want to be a part of the SWAC program. For younger age groups, this requires making practices and swim meets a fun and exciting experience. As swimmers mature, both in age and skill level, a positive experience requires more attention to goal achievement in an encouraging, constructive environment.
- B. Build Individual Self-Esteem: Help SWAC swimmers to develop a sense of pride in themselves and their efforts. Everyone should be proud of their efforts regardless of their abilities or level of commitment. Individual self-improvement is given priority over winning at all times.
- C. Improve Technique: Help all swimmers improve their level of swimming proficiency. Some athletes will take advantage of technique training more than others, but the coach's job is to provide equal instruction to all swimmers, regardless of ability.
- D. Positive Motivation: Find a way to help every swimmer want to improve. No swimmer should feel less valuable or less important to the team than another. Our coaches will try to instill passion where there is none, and provide guidance where there is already passion.
- E. Excellence in Training: SWAC Coaches will develop their respective training groups to maximize the competitive potential of all SWAC swimmers. Individual swimmers will decide how much of the program they wish to take advantage of, but the program will be designed around and based on the highest levels of excellence in the sport.

PARENT/COACHING RELATIONSHIP

Guidelines have been established to ensure the implementation of SWAC's developmental philosophy and goals and the separation of responsibilities between parents and coaching staff. These guidelines should be followed by the parents of SWAC swimmers.

- A. SWAC strongly discourages the use of stopwatches by anyone other than coaches, whether at swim meets or practices. Swimmers' times are available from the read-out board, from the swimmer, and from the official results which are posted shortly after an event is concluded.
- B. Stroke instruction is to be left up to the SWAC coaching staff, only. Individuals other than SWAC coaches should not attempt to interfere with or influence the coaching of any athlete. Moreover, SWAC coaches have a specific coaching philosophy. Accordingly, stroke instruction from any private coach outside of SWAC is strongly discouraged.
- C. The outside reward of materialistic incentives to SWAC swimmers is strongly discouraged. Threatening to take something or offering to reward swimmers based on performance is not the basis to which the SWAC coaching staff wants to achieve success with its athletes.
- D. Individuals are not permitted to interfere with the coaching process during practices or meets. Unless working in an official capacity for either SWAC or the host team of an away meet, no parent should be on the swimming deck at any meet or practice in which SWAC participates. This area is reserved strictly for swimmers, coaches, and officials.

- E. Parents are invited to privately communicate their concerns, ideas, comments, etc. with coaches either before or after practice, over the phone, or by scheduling meetings. Please use discretion when discussing matters with coaches so that no other athletes or parents are present in the area during the discussion.

Adhering to these guidelines and the basic rules of conduct established by SWAC will allow the coaching staff to most efficiently and effectively do their jobs. It is for the benefit of all swimmers that they be subjected to one standard philosophy that allows for fair and consistent treatment of all SWAC members.

COMMUNICATIONS

The primary means of communication is via the SWAC website at www.swacswim.org. Information such as practice schedules, coach contact information, swimmer's times, meet information, and meet sign up and billing is available on the website.

Email is extensively used to communicate with members. Information provided includes, but is not limited to, schedule changes and meet warm up times and locations. Each member is asked to provide the Head Coach, SWAC Business Manager, and Board with at least one email address which the member is responsible for regularly monitoring for news and announcements.

In addition, information may be communicated as follows.

- o All SWAC families are assigned a **family folder (mailbox)**. Hard copy information can be placed in a family's plastic file folder if email communication is not used. Your family folder is also where swimmers can pick up meet ribbons and/or medals.
- o **SWAC bulletin board** - Located inside the pool of Summit Natatorium, on the wall outside the girls' locker room.
- o **Mail Box** - There is a black mail box at the pool on the wall – this is used for checks, letters or important documents that should not be left in the plastic file folders at the pool. This is locked at all times.
- o **Scrip** – Scrip will be applied to SWAC swim accounts 2 times per year – no personal checks will be written for Scrip amounts. Scrip will only be active while you are an active member of SWAC. Please contact Diane Wilson for more information.

SWIMMER TRAINING GROUPS

NATIONAL FOCUS GROUP

Ages: 14+ (9th grade-Post Grad), Invitation by Head Coach

Performance Goals: Develop highly efficient stroke technique and execute advanced race strategies, complete IMX event series, place top 16 at LSC State Championships, achieve USA Sectional and Junior/Senior National Time Standards, progress to collegiate swimming

Mental Goals: Develop and demonstrate team leadership and emotional maturity, balance high level academic and athletic commitments, successful long-term goal setting and planning, value contributions to the team

Training: Advanced aerobic and event-specific training while maintaining a mastery of basic fundamentals, fine-tuning advanced technique of all strokes, additional dryland and resistance training, self-motivated and self-accountable at all times, kicking

Attendance Requirement: 90% season-long in-water attendance

SENIOR GROUP

Ages: 14+ (9th Grade-Post Grad)

Performance Goals: Continued development of advanced stroke technique, complete IMX event series, achieve Divisional, State, and USA Sectional time standards, progress to National Focus Group or collegiate swimming

Mental Goals: Successfully balance academic and extracurricular schedules, understand long-term goal setting, promote teamwork, and develop self-confidence

Training: Introduction and continued development of more rigorous aerobic training, fine-tuning technical development, incorporating stroke/event-specific training, additional dryland and resistance training, self-motivated and self-accountable at all times, kicking

BLUE GROUP

Ages: 11-14 (6th-8th grade), Invitation by Head Coach

Performance Goals: Develop advanced technical efficiency and execute elevated race strategies, place top 16 at LSC State Championships, achieve USA Sectional time standards, complete IMX series events, progress to National Focus or Senior Group

Mental Goals: Successfully balance academic and extracurricular schedules, understand long-term goal setting and delayed gratification

Training: Introduction to more rigorous aerobic training, fine-tuning technical development, establishing and meeting training goal times, self-accountability throughout all phases of practice, kicking

Attendance Requirement: 80% season-long attendance

RED GROUP

Ages: 11-14 (6th-8th grade)

Performance Goals: Understand and execute appropriate race strategies, continue improving overall stroke technique, achieve Divisional and State time standards, complete IMR and IMX event series, progress to Blue or Senior group

Mental Goals: Learn to balance school and extracurricular schedules, understand and value the connection between hard work and success, develop self-confidence

Training: Continued technical development, introduction to aerobic training, maintaining proper technique throughout practice, kicking

YELLOW GROUP

Ages: 8-11, Invitation by Head Coach

Performance Goals: Perform technically proficient strokes and execute appropriate race strategies, complete IMX event series, progress to Blue or Red Group

Mental Goals: Learn to balance school and extracurricular schedules, goal setting, recognize the relationship between success and hard work

Training: Continued technical development, introduction to aerobic training, kicking

Attendance Requirement: 70% season-long attendance

GREEN GROUP

Ages: 8-12

Performance Goals: Further develop technique of all 4 strokes including appropriate starts and turns, complete IMR event series, progress to Yellow or Red Group

Mental Goals: Understand practice sets, read the pace clock, understand the importance of proper technique, promote teamwork, and develop self-confidence

Training: Introduction of training sets and intervals, technical focus, kicking

EXPLORATION II

Ages: 7-10

Goals: Have FUN, continue technical development, incorporate longer swims throughout practice, participate in SWAC hosted meets, begin to understand the value of times, progress to Green Group

EXPLORATION I

Ages: 6-9

Goals: Have FUN, complete 25 yards of each stroke legally, learn basic starts and turns for each stroke, participate in SWAC hosted meets

SWAC SWIM SCHOOL

Ages: 3+, entry level

Goals: Have FUN, learn fundamental movements of each stroke, enjoy the sport, progress to competitive team

SWIMMER'S BASIC RULES OF CONDUCT

1. All swimmers are expected to be on deck, prepared to swim, at least five minutes before the start of practice. If a problem arises where a swimmer needs to alter his/her workout schedule, he/she should contact his/her coach ahead of time for clearance.
2. A swimmer entered in a meet must swim in that meet unless he/she has otherwise received his/her coach's permission. There will be no "self-scratches". The final decision for all scratches rests with the coach. Swimmers who do not fulfill this obligation will not be assigned to relay teams and may be subject to being scratched by the coaching staff in further competition.
3. If a swimmer is assigned to a relay and does not fulfill that obligation (except for reasons of health with coach approval), the swimmer/family is responsible for the total cost of the relay.
4. Swimmers, parents, and coaches are expected to conduct themselves in a manner that will bring credit to themselves and to SWAC. Disruptive behavior will not be tolerated at practices or meets. The coaching staff will not tolerate abusive behavior between SWAC members, swimmers, or towards other teams or their members.
5. No individual associated with SWAC should initiate the active recruiting of athletes from other U.S.A. Swimming or Y teams.
6. Swimmers are expected to report directly to the practice pool area and to stay out of other areas of the practice facility.
7. All swimmers must be at the swim meet venue on deck, and prepared to swim at least 15 minutes before their assigned warm-up time. All SWAC swimmers will warm-up as a team and not as individuals. This provides assurance that all swimmers get properly warmed up for their events. Working as a team and showing strong team unity is essential to promoting and growing the SWAC program. At the coach's discretion, swimmers showing up late for meet warm-ups may be scratched from one or more events that day.
8. Any swimmer or member found to have caused physical damage to any facility in which SWAC is participating will be charged with the repair or replacement of the damaged property.
9. Any coaching decisions that you have questions about should be discussed with the involved coach. However, please do not talk to the coaches on deck. Wait to call the coach or send a message through your child requesting that the coach talk to you at the first available time for the coach. Please do not expose any athletes to your conversation with the coach.

10. During swim meets, any questions that a swimmer or parent has about meet results, format, and/or officiating, should be directed to the SWAC coach in charge. Do not take any action unless instructed to by that coach. Please have your swimmer bring the problem to his/her coach's attention.

DISCIPLINE/AUTHORITY

Except as otherwise specifically stated, SWAC's Board of Directors shall have complete and final authority to establish, implement, and enforce SWAC's Rules and Policies.

Authority of Coaches: Subject to discretionary review by SWAC's Board of Directors, SWAC Coaches have complete and final authority in all matters associated with the coaching and conduct of SWAC swimmers while those swimmers are participating in SWAC-related activities, or are representing the SWAC swim program. This authority extends to, but is not limited to, practice schedules, practice work-outs/drills, swim meet event entries, training level placement, training and swim meet attire, conduct of swimmers at all competitions and practices, etc. All SWAC members and swimmers are expected and required to respect the authority and adhere to the decisions and directions of SWAC coaches in all such matters. Failure of any member or swimmer to respect the authority or follow the decisions and directions of any SWAC coach may result in the sanctioning of said member and/or swimmer. Sanctions may include, among other things, immediate suspension or dismissal from SWAC. Sanction(s) imposed by SWAC coaches shall be effective immediately, subject to subsequent discretionary review by SWAC's Board of Directors.

Authority of Officials: SWAC members and swimmers shall also be expected and required to respect the authority, decisions and direction of any referees, and officials acting in their official capacity during the course of any competition. Failure of any SWAC member or swimmer to respect the authority or follow the decisions and directions of any referee or official acting in their official capacity may result in the sanctioning of said member and/or swimmer. Sanctions may include, among other things, immediate suspension or dismissal from SWAC.

TRIAL PERIOD

Every prospective SWAC Swimmer will have a two (calendar) week evaluation period (the "Trial Period"). The Trial Period begins on the first day of available swim practice for each swimmer's training group and ends the 14th day thereafter. The Trial Period is not contingent on the number of practices offered or attended during this 14th day period. With regard to this Trial Period:

- ⌚ SWAC requires, as a condition to participation in the SWAC swim program, that a swimmer has achieved a minimum level of swimming proficiency. If a swimmer, in the sole discretion and determination of SWAC coaches, is unable to satisfy this requirement, he/she may be denied participation in the SWAC swim program, and all fees and expenses paid to SWAC for that swimmer, except the USA Swimming, Inc. registration fees (see below), shall be promptly refunded.
- ⌚ The Trial Period also shall be used by SWAC coaches to evaluate the swimmer and to determine placement of the swimmer in the appropriate training group – Exploration I, Exploration II, Green, Yellow, Red, Blue, Senior and National Focus. The placement of a swimmer in a particular training group shall be at the sole discretion and determination of the SWAC coaches.
- ⌚ During the Trial Period, a swimmer may, for any reason, withdraw from participation with SWAC and all funds paid to SWAC for the swimmer, except the USA Swimming, Inc. registration fees (see below) will be promptly refunded. In the event a swimmer withdraws from the team after the Trial Period, all fees and expenses paid to SWAC on behalf of the swimmer shall be nonrefundable (except in extraordinary cases approved by the Board of Directors).

⌚ The Trial Period will also be used to determine whether there is sufficient pool space for all registered swimmers. It is possible that the number of swimmers registering for a training group may be greater than the available pool space and what the coaches determine to be safe and effective. If this occurs, it may be necessary to “wait list” swimmers. Priority will be given first to those swimmers who participated on the SWAC swim team in the past; second, to those with siblings swimming for SWAC; third, to residents in the Southwest Allen County School District; and fourth, by order of ability.

TEAM UNIFORMS/SWIMMER EQUIPMENT

SWAC swimmers are expected to wear team swim suits and caps (if they wear caps at all) to all USA Swimming and Indiana Swimming meets while swimming attached to SWAC.

- o Swimsuits, preferably Arena brand.
- o All swimmers should have a royal blue suit which can be worn at all competitions. Refer to SWAC Competition Swim Suit Policy for additional information.
- o Goggles are required for all practices and competitions. Swimmers are encouraged to have at least two pair of goggles with them at all practices and competitions.
- o Caps are optional. However, any caps worn during competitions should be SWAC caps. SWAC caps can be purchased from the coaching staff at practice or competition. Silicone caps are recommended for durability. We use two type of caps: silicone and latex. Certain groups also have practice equipment requirements. The Lead Coach of each group will let athletes know what is needed at practice each day.

LOSS/DAMAGE

SWAC shall not be responsible for any loss or damage of swimmer equipment. At all practice and competition venues, swimmers are responsible for maintaining and safeguarding their own clothing, equipment, etc.

PRACTICES AND FACILITIES

The practices for the winter (short course) and summer (long course) seasons are held at Summit Natatorium, Summit Middle School, 4509 Homestead Road, Fort Wayne, Indiana 46804. Access to the Summit Natatorium may be gained through the southeastern most doors on the south side of the school. Swimmers must be dropped off and picked up at these same doors.

Practices may be at other venues, such as Helen P. Brown Natatorium, on the campus of **South Side High School**, 3601 South Calhoun Street, Fort Wayne, Indiana.

Practice times are set by the Head Coach in consultation with the respective age group coaches. Please note that SWAC’s practice times at the Summit Natatorium depend on availability of pool space. SWAC is allotted pool space based on previously scheduled school and community programs run by Southwest Allen Community Schools. Accordingly, while the SWAC coaching staff endeavors to make practice times the least disruptive to SWAC families, in many instances, practice times are outside the control of SWAC coaches.

PICK- UP POLICY

Parents or other authorized persons are responsible for picking up their children immediately after practice. SWAC coaches are not responsible for transportation of swimmers and are not expected to remain on site for more than 10 minutes after the conclusion of scheduled practice times. The safety of the child is a priority of the SWAC organization and a SWAC coach will remain on site until all children are picked up or other suitable arrangements have been made for the pick-up of the child. Parents who violate the 10 minute pick up rule may, at the discretion of the Board, be asked to refrain from bringing their child to practice when they know the possibility of a late pick up may occur. If the violation continues after such a request, the parent, at the discretion of the Board, may be asked to remove their child from the SWAC program.

DISMISSAL

Each swimmer, and his/her parents, guardians and family agree to conform to SWAC policies, rules and guidelines. The SWAC Board of Directors and coaches reserve the right to dismiss any swimmer or member from SWAC for disciplinary reasons or for conduct that becomes detrimental to other SWAC swimmers or to the reputation of SWAC. In the event of dismissal, all fees and expenses paid for the swimmer through the date of dismissal shall be forfeited and become nonrefundable.

SWIM MEETS

Competition is not mandatory, however, it is encouraged. Meet schedules are designed by group level and are designed carefully with short term and long term goals kept in clear focus. Our goal is to have each swimmer compete at intervals which will allow them to be successful and to allow enough time between meets so that an improvement in skill and training (and thus performance) can be realized.

During 2018–2019, SWAC will host 3 meets:

SWAC HOSTED MEETS - All SWAC swimmers are expected to attend SWAC hosted meets and ALL parents are expected to volunteer at these meets.

SWAC MEET - OCT 13 - 2018 - IMX CHALLENGE

SWAC MEET – NOV 16-18 - 2018

SWAC DIVISIONALS – MAR 1-3 - 2019

SWAC MEET – MAY 17-19 - 2019

Swim meets, whether hosted by SWAC or another club, consist of separate sessions during which different age groups participate and different events are run. For example, a typical swim meet will be conducted with the following sessions:

Friday evening	4:00 pm – 8:00 pm
Saturday morning	8:00 am – 12:00 pm
Saturday afternoon	1:00 pm – 5:00 pm
Sunday morning	8:00 am – 12:00 pm

Sunday afternoon

1:00 pm – 5:00 pm

Generally, warm-ups for each session begin an hour before the session starts, and swimmers are expected to be on deck, prepared to swim, 15 minutes before the start of warm-ups. Because meets often run on different schedules, swimmers and parents need to check the SWAC web page, www.swacswim.org and with their coaches to learn the schedule of each meet.

TRAVEL POLICY

- A. For away team meets, SWAC swimmers shall have adult chaperones to assist with supervision, transportation, team travel functions (as scheduled).
- B. All SWAC athletes shall respect curfews and time tables designated by the coach in charge.
- C. No male or female athletes may be in a dorm or motel room of the opposite sex at any time.
- D. There will be designated areas for supervised swimmer socialization.
- E. Use of tobacco products, drugs, controlled substances or alcohol by SWAC athletes is prohibited.
- F. For all functions in which SWAC swimmers travel together as a team, no swimmer shall be permitted to travel independently of the team, either to, from, or while at the event with the following exceptions: (1) a SWAC swimmer may be released to travel with a duly appointed SWAC chaperon for the event, and (2) upon receipt of a written authorization from the parent or legal guardian of a swimmer, that swimmer may be released to the swimmer's parent or legal guardian, or to the parent or legal guardian of another SWAC swimmer.
- G. Every SWAC swimmer participating in a team travel event must sign and adhere to the SWAC Code of Conduct.

TEAM FEES

SWAC is a YEAR ROUND SWIM TEAM - Team fees and expenses are subject to change on an annual basis. Each year, in September, SWAC will host a registration session at which time those desiring membership in SWAC will be able to register online. The online contract will state the financial obligations for each swimmer and family for the upcoming swim year.

The membership fee obligations for the 2018-19 swim year are as follows:

- A. **Coaching Fees and Pool fees** – The listed fees are for a single-swimmer family. Multiple swimmer families receive a 30% discount on coaching fees **ONLY** after the original (most expensive) coaching fee is paid in full for the first 2 swimmers. There is a maximum “cap” of \$3500 charged to any member family for coaching and pool fees.

These fees will be split into 6 payments due before:

- 1. **September 30, 2018**
- 2. **October 31, 2018**
- 3. **November 30, 2018**
- 4. **December 31, 2019**
- 5. **January 31, 2019**
- 6. **February 28, 2019**

B. **Swimming Registration** – A non-refundable \$149 USA Swimming membership fee is **due at the time of registration for the Swimmer**. SWAC is a member club of United States of America Swimming, Inc. (USA Swimming) and is entitled to team insurance coverage only if its swimmers are registered USA Swimming members. This fee covers USA registration, team t-shirt, etc.

C. **Meet Registration Fees** - Member is responsible for registration fees charged by the host club at swim meets in which the swimmer is registered to swim. Registration fees vary, but are typically based on the number of events entered per swimmer. Meet registration fees are due within thirty (30) days of invoicing. SWAC will charge all swimmers a \$1 flat fee for all swim meets entered into.

D. **Group Movement** – If any swimmer is subsequently moved to another training group, Member is responsible for the corresponding increase in fees, which shall be paid within thirty (30) days from the date of change in training group. **If your child is moved to a different training group during the season, the fees will increase to reflect the new group charge for the rest of the season.**

E. **Billing Statements** – Team Unify (our online club management software) auto-generates invoices at midnight of each calendar month end (30th or 31st) – these invoices will include meet registration fees owed for meets attended the month previous and dues for the 1st 6 months of the swim year. You will see new fees added on the 1st of the month. All fees are to be paid within 30 days **via credit card or ACH payment only – no checks (see Credit Card Policy below).**

F. **Failure to Pay Fees** – SWAC, as a not-for-profit organization, depends on timely payment of fees to cover administration costs, coaching salaries, pool rental fees, etc. **After Registration, an up to date credit card or ACH must be submitted to your account.** Payments must be made **within 30 days after billing occurs.** All fees past 30 days owed will have accounts restricted. Accounts not adhering to this will not be allowed to sign up for any meets until (1) their account is current and (2) the member shall submit an up to date credit card or an ACH is added.

G. **Graduating High School Senior** – These seniors decide to either leave or stay after the short course season. We hope that you do stay BUT if you decide to leave SWAC – a 10% discount will be given back to the family – paid only in the month of May following short course season completion.

CREDIT CARD POLICY

SWAC swim team accepts credit card payments via the Team Unify website. If this method is chosen, the card carries a 2.95% charge and a \$0.30 flat fee to the member, not the SWAC swim team. We, as a team, **accept credit card and ACH payments only.**

Checks and cash are still accepted but **ONLY IF PAYING FOR THE YEAR IN FULL - ACH or credit card are the only methods of payment now available going forward after Registration, but regardless of the method, all fees must be paid within 30 days of invoicing.** After the 30 days, the credit card or ACH will be charged, and the above mentioned credit cards fees will apply.

PARENTS' ROLE

- o **Love and Support. Please give positive support to all swimmers' efforts.**
- o Plenty of patience. In a typical meet, a swimmer will participate in an event every 45 minutes to an hour. Parents are encouraged to bring plenty of reading material.
- o Cameras and video recorders are welcome. However, note that flash photography at the start of any event is strictly prohibited as flash photography interferes with the strobe light signaling the start of each event.

PARENT VOLUNTEERS

The SWAC swim team is a non-profit organization made up of very dedicated volunteers and a professional coaching staff. Interested individuals donate their time, energy and expertise at every level from the Board of Directors to timers at SWAC meets. SWAC has the following committees:

- ✦ Spirit – helping with banquets and parties
- ✦ Spirit Wear – helping with spirit wear, T-shirts, etc.
- ✦ Communications
- ✦ Sponsorship
- ✦ Membership – member recruitment, education, and registration
- ✦ Competition – responsible for the coordination and management of competitive meets
- ✦ Nomination – responsible for soliciting recommendations of nominees for SWAC Officers or Directors of the corporation and investigating qualifications of the persons under consideration.

Staff, along with these committees, create, implement and evaluate SWAC's programs. Without great volunteers the organization will fail in its mission to provide all of its swimmers the opportunity to maximize their competitive swimming potential and develop positive character traits in a family-friendly atmosphere that provides an enjoyable growth experience for all. Volunteering is the single most constructive way to show your child you support their sport and their efforts to be successful.

Please contact a Board member, Staff member or SWAC's Business Manager – Diane Wilson if you are willing to make this extra commitment.

It is mandatory to volunteer for our SWAC hosted meets when joining the SWAC swim team. This 2018-2019 swim season – these are the meets we will be hosting:

SWAC MEET - OCT 13 - 2018 - IMX CHALLENGE

SWAC MEET – NOV 16-18 - 2018

SWAC DIVISIONALS – MAR 1-3 - 2019

SWAC MEET – MAY 17-19 - 2019

SWAC sponsored meet overview

The meets sponsored by SWAC are the principal source of revenue for team operations. Without this revenue, SWAC fees would be considerably higher. In order to successfully run SWAC meets, SWAC requires assistance of its *entire* membership. **All SWAC swimmers are expected to attend SWAC hosted meets and ALL parents are expected to volunteer at these meets.**

This is necessary so that roughly 50 volunteer positions can be staffed **each session (each meet typically has 3-4 sessions)**. The breakdown of volunteer positions and the approximate number of volunteers needed for each session are as follows. These are subject to change based on meet volunteer requirements.

Set-Up – 3	Concessions – 4	Timing system Ops – 2
Clean-Up - 3	Hospitality Room – 2	Officials – 10
Heat Sheet Sales - 1	Awards - 1	Runners – 2

(A description of each volunteer position is provided in a chart on the following page)

****Whether your swimmer participates in a SWAC meet or not, there is a family obligation to work at these meets. Every SWAC member family is required to work at least 3 sessions, sometimes 4, at all SWAC hosted meets. For example, if a family volunteers three (3) individuals to work one session, the minimum obligations have been satisfied****

A \$50 absentee worker fee per session missed will be assessed to the member account if volunteer requirements cannot be met. Please contact the SWAC Business Manager or a Board Member if your family has a conflict with our scheduled SWAC-hosted meets and your volunteering responsibilities. We're willing to work with those families who want to help out, but who have extraordinary circumstances that prevent them from working at the scheduled meet.

Description of volunteer positions

There are many volunteer opportunities available for SWAC hosted swim meets.

These positions do not need certification		These positions require certification
<p>Announcer: Individual makes any and all announcements requested by Referee, Clerk of Course, Meet Director or the facilities management staff. Announcements may include: event, number of heats, lane, name and club affiliation of competitors, and results.</p>	<p>Hospitality Assistant: This person assists in keeping the Hospitality Room clean and the food and drinks well stocked. Also, this person is required to provide beverages for the coaches, officials, timers, and other workers on deck during the meet.</p>	<p>Chief Judge: Chief Judges may assign and supervise the activities of all officials as well as report their decisions to the Meet Referee. (requires certification)</p>
<p>Assistant Meet Director: Individual's responsibilities are the same as above under the direction of the Meet Director</p>	<p>Hospitality Chairman: This individual is responsible for making sure that all coaches and officials have a place to relax and receive food and beverages.</p>	
<p>Awards: This volunteer places winners' stickers on ribbons and organizes ribbons in containers for the teams at the meet.</p>	<p>Head Timer: Individual assigns timers to their lanes; ensures all watches are in working order, oversees heat winner prizes, and confirms all timers are performing their job as required.</p>	

<p>Backup Timer: This person assists the Head Timer by starting two watches at the start of each race as back-ups for a malfunctioning unit in one of the lanes. He/she also relieves, as needed, lane timers for breaks.</p>	<p>Lane Timer: Timers must start a manual watch at the start of each race. They must stop their watch and the electronic back-up system when a swimmer completes his/her race. Timers are required to record the watch times onto the timing sheet provided them which will be picked-up by a runner at the completion of an event.</p>	<p>Meet Director: The Meet Director’s responsibilities include, but are not limited to: arranging for personnel, procuring awards, obtaining a sanction number, reserving the facility, preparing the facility, arranging for equipment and supplies necessary for meet operation, processing of entries, printing of programs, arranging for publicity and media coverage, preparing and distributing meet results, and filing the necessary reports with Indiana Swimming. (requires certification)</p>
<p>Clean-Up: These individuals need to report to the Meet Director one hour before conclusion of the meet to assist with the “tear down” of the natatorium.</p>	<p>Marshall: Marshall will enforce warm-up procedures and maintain order in the swimming venue. Marshall has full authority to warn or order swimmers to cease and desist from certain conduct. With the concurrence of the Referee, Marshall may remove, or have removed from the swimming venue, anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.</p>	<p>Referee: The Referee shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules. Individual can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed. (requires certification)</p>
<p>Concessions Chairman: Individual sets menu and acquires items needed for sale at concession stand. This may be accomplished by requesting parent time, food, or money donations. Concession revenues are major meet fundraising area.</p>	<p>Runners: Individuals pick up and deliver paper work and results as required by the area to which they are assigned. Make photocopies as needed and other tasks as needed.</p>	<p>Starter: The Starter takes control of the swimmers in each heat from the Referee and keeps control of the swimmers until a fair start has been achieved. (requires certification)</p>
<p>Counter Sales: At the direction of the Concessions Chairman, this person is required to wait on customers or prepare items for sale the day of the meet.</p>	<p>Set-up: These individuals need to report to the Meet Director at the natatorium two hours prior to the start of the first session of the meet to assist in setting up for the meet or the night before.</p>	<p>Stroke and Turn/Deck Officials: Officials monitor stroke and turn violations as spelled out in USA Swimming Rule Book. (requires certification)</p>

<p>Heat Awards: This individual delivers the heat winner award to the person in the heat placing first.</p>	<p>Timing System Operator: This person is responsible for operating the timing system provided by the meet facility (if our team is allowed to do so).</p>	<p>Timing Judge: The timing Judge will determine the official time for each swimmer as directed by the Referee. (requires certification)</p>
<p>Heat Sheet Sales: Individual sells the Heat Sheets for the meet.</p>		

Senior/National Focus Swimmer Code of Conduct

As a member of the SWAC Swim Team, you are expected to do everything within your power to reach your own personal potential. The following expectations and guidelines are set forth by SWAC to assist in that endeavor.

As a SWAC Senior Swimmer, I will abide by the following Code of Conduct:

I understand that I must consistently attend practice in order to give myself a chance to achieve my potential as a swimmer.

I will arrive to practice on time with a positive attitude.

I will train at or above a level appropriate for current experience and speed.

I will work to foster healthy relationships with my coaches by communicating my goals and listening to their instruction in order to attain the highest possible level of success for myself and for the team.

I will treat each member of the team as a person of importance.

I will support my team with positive communication and actions, and not use profanity to communicate with coaches or teammates.

I will encourage and cheer for my teammates because I understand that I am a vital person to this team, not only for my athletic ability, but in my moral support.

I will live a lifestyle appropriate for achieving greatest personal success by maintaining proper nutrition and abstaining from the use of drugs, alcohol, and tobacco products.

I will attend competitions recommended by the SWAC group coach.

I will wear SWAC team apparel to all meets as a way of showing team spirit.

I will do my very best to bring the highest possible credit and regard to myself, SWAC, Indiana Swimming and to the sport of swimming.

I will maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC.

I will follow Indiana Swimming and USA Swimming Rules and Regulations.

I understand that failure to meet the above expectations will have a detrimental impact on my performance and/or that of the team and may result in revocation of the privilege as a member of SWAC. **I have read and understand the expectations. I welcome the challenge and will do my best to become a successful swimmer in the pool and leader on deck.**

Swimmer Name Printed / Signature / Date

I have reviewed this contract with my swimmer and I will do my best to support my swimmer and coach in achieving success.

Parent Name Printed / Signature / Date

Parent Code of Conduct

By becoming a SWAC parent, you have demonstrated your desire to help your swimmer(s) reach their personal potential. The following expectations and guidelines are set forth by the SWAC Swim Team to assist in that endeavor.

As a SWAC Parent, I will abide by the following Code of Conduct:

I will practice teamwork with all parents, swimmers, and coaches by supporting the values of: *Discipline, Loyalty, Commitment, and Hard Work.*

I will demonstrate good sportsmanship during all practices, competitions and team activities.

I will maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC.

I will make every effort to see that my swimmer arrives to practice/meets on time and is picked up from practice/meets on time.

I understand my role as a SWAC parent:

Swimmers – Swim / Coaches – Coach / Parents – Parent / Officials – Officiate

I will work to foster a healthy coach-athlete-parent relationship by communicating openly and honestly with them in a positive manner.

I will follow SWAC Policies and Procedures when addressing concerns or issues with swimmers, other parents, officials or coaches.

I will not interrupt or confront the coaching staff on the pool deck during practice or meets.

I will trust and support my swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules.

I will not impose my ambitions onto my child.

I will direct any questions about disqualifications, judging, etc., to my swimmer's coach and not the officials.

I will insist that my child(ren) refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.

I will share the burden among parents by volunteering to help at our club-hosted meets, fundraising and SWAC spirit events.

I understand that violating any of these guidelines may result in revocation of my privileges as a member of SWAC. I have read and understand these expectations.

Parent's Name Printed / Signature / Date

Grievance Policy

The SWAC Swim Team is committed to providing a safe and supportive environment for its swimmers, parents and coaches. As part of this commitment, SWAC has established a procedure to resolve grievances regarding the conduct of swimmers, parents and coaches. This procedure is intended to:

Place primary responsibility with the SWAC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and provide a timely and equitable procedure for the review of the coaches' disciplinary decisions, and for addressing issues regarding coaches', parents' and swimmers' conduct.

Coaches' Responsibilities

SWAC coaches have the initial responsibility to discipline swimmers for inappropriate conduct during SWAC practices and meets. It is expected that the coaches will use their reasonable discretion in imposing appropriate discipline, and that any disciplinary action will take into account:

- ⌚ the nature and severity of the conduct;
- ⌚ any prior misconduct by the swimmer;
- ⌚ the adverse effect of the conduct on other swimmers; and
- ⌚ the application of the SWAC swimmer contract.

Examples of progressive disciplinary action include, but are not limited to the following:

- ⌚ verbal warning;
- ⌚ temporary "time out" from a practice;
- ⌚ notification to the swimmer's parents;
- ⌚ temporary suspension from some or all of SWAC activities;
- ⌚ expulsion from SWAC.

These examples are not all-inclusive (i.e. each incident will be addressed on a case-by-case basis), and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. Consultation with both the Board of Directors and affected parents is required in the case of extraordinary disciplinary action. However, the coaches will take action that is both necessary and appropriate under the circumstances to insure the safety of swimmers when the misconduct occurs.

Grievance Procedure – Complaints

Complaints Regarding Conduct of Swimmer - If a parent or swimmer wishes to raise the issue of inappropriate conduct of another SWAC swimmer, such concerns should be brought to the attention of the SWAC group coach as soon as is reasonable under the circumstances. The complaint should be made to the coach of the swimmer who is the subject of the complaint. The complaint may be made orally or in writing.

Complaints Regarding Conduct of SWAC Parent - If a parent or coach wishes to raise the issue of inappropriate conduct of a SWAC parent, such concerns should be brought to the attention of the SWAC Board of Directors President as soon as is reasonable under the circumstances. The complaint may be made to the President orally or in writing.

Complaints Regarding Conduct of a SWAC Coach - In general, it is *strongly preferred* that parents and swimmers raise issues or concerns directly with the Coach involved so that a mutually satisfactory—and collaborative—outcome can be reached promptly. If a parent or swimmer wishes to raise the issue of inappropriate conduct of a SWAC Coach (including review of a coach's disciplinary decisions or other conduct), the complaint should be made to the SWAC Age Group Coach. If the complaint is about the

Age Group Coach, then the complaint should be made to the SWAC Head Coach. Any such complaint may be made orally. A written complaint may also be requested, depending on the severity of the complaint.

Complaints Regarding Conduct of Head Coach – As above, it is *strongly preferred* that parents and swimmers address issues or concerns directly with the Head Coach so that a mutually satisfactory—and collaborative—outcome can be reached promptly. If a parent or swimmer wishes to raise the issue of inappropriate conduct of the Head Coach (including review of the Head Coach's disciplinary decisions or other conduct), the complaint should be made to the President of the SWAC Board of Directors. If the President is not reasonably available, the complaint should be made to any other member of the Board of Directors and reported to the President by the Board member. Any such complaint may be made orally. A written complaint may also be requested, depending on the severity of the complaint.

Grievance Procedure - Complaint Review Process

The review of any grievance regarding the conduct of swimmers, parents and coaches shall occur as follows:

- ⌚ Initial review shall occur by the coach to whom the complaint was required to be made in accordance with Grievance Procedure - Complaints (above).
- ⌚ If the person making the complaint is dissatisfied with the decision of the reviewing coach, such person may appeal the decision to successive coaching levels in the following order: (A) decisions of a SWAC coach may be appealed to the SWAC Age Group Coach and (B) decisions of the SWAC Age Group Coach may be appealed to the Head Coach, and (C) decisions of the SWAC Head Coach may be appealed to the SWAC Board of Directors.
- ⌚ The process for submitting an appeal to a designated coach or the SWAC Board of Directors shall be the same as for making an initial complaint to such coach or the SWAC Board of Directors in accordance with Grievance Procedure - Complaints (above).
- ⌚ It is expected that the coach will convey his or her decision as soon as reasonably possible considering the circumstances. The failure of a coach to make a timely decision is a basis for requesting review.
- ⌚ If a complaint is made directly to the SWAC Board of Directors, absent extraordinary circumstances regarding safety of swimmers or seriousness of the complaint, the Board will require the above procedures be followed before it will review the complaint.
- ⌚ If the above procedure has been followed, the Board of Directors will meet in a closed session to review the complaint and the decisions made by the parties involved. This closed session may be part of the next regularly scheduled SWAC Board Meeting following the receipt of the complaint.

Electronic Communication Policy

Purpose

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

General Content

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

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

- ⌚ Drugs or alcohol use;
- ⌚ Sexually oriented conversation; sexually explicit language; sexual activity
- ⌚ the adult’s personal life, social activities, relationship or family issues, or personal problems and
- ⌚ Inappropriate or sexually explicit pictures

Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be **Transparent**, **Accessible** and **Professional**.

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

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

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

Accessible: Any electronic communication between coaches and athletes may be requested by the Club and become part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

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

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

Facebook, Blogs, and Similar Sites

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

Twitter, Instagram and Similar Sites

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter.

Coaches and athletes are not permitted to “direct message” each other through Twitter.

Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 4:30 am (morning practice-related only) or 7 am until 9 pm. Texting only shall be used for the purpose of communicating information directly related to team activities. Please refer to **T.A.P.** criteria listed above.

Email

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

Request to Discontinue All Electronic Communications

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

SWAC Photo/Video Policy

From time to time, SWAC publishes photos of athletes on its Team Unify website, on its social media platforms (Facebook, Twitter and Instagram) and in other promotional materials. Some photos are taken by photographers and members of the coaching staff, while others are submitted by parents and athletes. It is the club's intent to use only photographs/videos/social media images that portray individual athletes, as well as the club, in a positive manner. Our goal is to showcase the sport of competitive swimming, encourage athlete camaraderie and inspire team spirit.

All photographs/videos must observe generally accepted standards of decency, including:

Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.

Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.

Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.

Photographs should not be taken in locker rooms or bathrooms.

SWAC will honor requests from parents who wish to have their child's image withheld from marketing materials and social media platforms. Please submit your request to Matt Sackett, matt.sackett@doxainsurance.com

Social Media Community Standards

In today's digital world, SWAC strives to maintain an active presence on Facebook, Twitter and Instagram. Coaches, parents and athletes are expected to be respectful of one another in these spaces. Profanity, bullying and other inappropriate content will not be permitted. Posts to SWAC social sites should portray the club and swimmers in a positive manner. SWAC encourages comments and online discussion but will remove posts or content that are offensive or do not follow these guidelines. Failure to follow these community standards could result in disciplinary action from coaches and/or the SWAC Board of Directors.

Coach Code of Conduct

By being a coach for the SWAC Swim Team, you have demonstrated your desire to help swimmers reach their personal potential. The following expectations and guidelines are set forth by SWAC to further assist in that endeavor.

As a SWAC Coach, I will abide by the following Code of Conduct:

- ⌚ **I will** practice teamwork with all parents, swimmers, and other coaches by supporting the values of: ***Discipline, Loyalty, Commitment, and Hard Work***.
- ⌚ **I will** demonstrate good sportsmanship by conducting myself in a manner that earns the respect of the swimmers, other coaches, parents, and officials.
- ⌚ **I will** maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC.
- ⌚ **I will** work to foster a healthy coach-athlete-parent relationship by communicating openly and honestly with them in a positive manner.
- ⌚ **I recognize** that the program exists as a learning experience, not as an end in itself.
- ⌚ **I will** follow SWAC Policies and Procedures when addressing concerns or issues with swimmers, parents, or other coaches.
- ⌚ **I will** follow USA Swimming Rules and Regulations during practices and competitions.
- ⌚ **I will** follow and adhere to the USA Swimming Code of Conduct.
- ⌚ **I understand** that volunteer efforts are an integral part of the success of the team and I will support and encourage the volunteers who help the program and actively support the team's fundraising and social activities.
- ⌚ **I recognize** that as a coach, I have a responsibility as a mentor to youth and I will conduct myself in a way that will set suitable examples for the children. At no time while on deck will I criticize the officials, use profanity, consume alcoholic beverages or use tobacco products.

I have read and understand these expectations.

Coach's Name Printed / Signature / Date

Board of Directors Code of Conduct

As a member of the Board of Directors of the SWAC Swim Team, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As a member of the SWAC Board of Directors, I will abide by the following Code of Conduct:

As part of my responsibilities as a board member:

- ⌚ **I will** read all material in the SWAC Board Orientation Packet and familiarize myself with the SWAC By-Laws and Team Handbook. I will sign and return the enclosed orientation letter confirming that I have completed my review of the material;
- ⌚ As part of the SWAC Board of Directors, **I understand** that I could be asked to chair one of SWAC's standing committees, listed in the SWAC By-Laws,
- ⌚ As a committee chair, **I will** be responsible for all aspects of that committee, including but not limited to:
 - ⌚ Understanding and if necessary, defining the role of the committee to the board and team;
 - ⌚ Recruiting committee members;
 - ⌚ Chair committee meetings when necessary;
 - ⌚ Being responsible for the completion of all tasks assigned to the committee;
 - ⌚ Summary reports to the Board regarding committee activities.
- ⌚ **I will** represent SWAC's mission and values to the community, and act as a spokesperson.
- ⌚ **I will** maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC
- ⌚ **I will** strive to understand SWAC members' needs and values and communicate them to the SWAC Board of Directors, speak out for their interests, and on their behalf.
- ⌚ **I will** attend at least 75 percent of board meetings, committee meetings, and special events.
- ⌚ **I will** actively participate in one or more fundraising activities.
- ⌚ **I will** excuse myself from discussions and votes where I have a conflict of interest.
- ⌚ **I will** stay informed about what's going on in SWAC. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
- ⌚ **I will** work in good faith with staff and other board members as partners toward achievement of our goals.
- ⌚ If I don't fulfill these commitments to the organization, **I will** expect the board president to call me and discuss my responsibilities with me.

SWAC Responsibilities

In turn, the SWAC Board will be responsible to me in the following ways:

- o I will receive, at a minimum, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person"* standards of the law.
- o Opportunities will be offered to me to discuss with the head coach and the board president SWAC's programs, goals, activities, and status; additionally, I can request such opportunities.
- o The Board of Directors will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
- o Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
- o If the SWAC Board of Directors does not fulfill its commitments to me, I can call on the board president and head coach to discuss the organization's responsibilities to me.

I have read and understand expectations.

Board Member's Name Printed / Signature / Date

Anti-Bullying Policy

Bullying of any kind is unacceptable at the SWAC Swim Team (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

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

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that SWAC takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

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

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

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

- 🕒 Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

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

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:

- * What is the history between the kids involved?

- * Have there been past conflicts? Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

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

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

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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- ⌚ 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.
- ⌚ 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 the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- ⌚ Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- ⌚ Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- ⌚ Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- ⌚ Work with the child to understand some of the reasons he or she bullied. For example:
- ⌚ Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- ⌚ Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- ⌚ Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - ⌚ Write a letter apologizing to the athlete who was bullied.
 - ⌚ Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - ⌚ Clean up, repair, or pay for any property they damaged.
 - ⌚ Avoid strategies that don't work or have negative consequences:
 - ⌚ Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ⌚ Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying.

- ⌚ Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- ⌚ Be a friend to the person being bullied;
- ⌚ Tell a trusted adult – your parent, coach, or club board member;
- ⌚ Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let's go, practice is about to start.”
- ⌚ Set a good example by not bullying others.
- ⌚ 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.

Age Group Swimmer Code of Conduct

As a member of the SWAC Swim Team, you are expected to do everything within your power to reach your own personal potential. The following expectations and guidelines are set forth by SWAC to assist in that endeavor

As a SWAC Age Group Swimmer, I will abide by the following Code of Conduct:

- ⌚ **I understand** that I must consistently attend practice in order to give myself a chance to achieve my potential as a swimmer.
- ⌚ **I will** arrive to practice on time with a positive attitude.
- ⌚ **I will** strive to do my best, and encourage all teammates to do the same.
- ⌚ **I will** be respectful to my coach(es) and listen to their instruction.
- ⌚ **I will** treat each member of the team as a person of importance.
- ⌚ **I will** support my team with positive communication and actions, and not use profanity to communicate with coaches or teammates.
- ⌚ **I will** encourage and cheer for my teammates because I understand that I am a vital person to this team, not only for my athletic ability, but in my moral support.
- ⌚ **I will** not use drugs, alcohol, and tobacco products.
- ⌚ **I will** attend competitions recommended by the SWAC group coach.
- ⌚ **I will** wear SWAC team apparel to all meets as a way of showing team spirit.
- ⌚ **I will** do my very best to bring the highest possible credit and regard to myself, SWAC, Indiana Swimming and to the sport of swimming.
- ⌚ **I will** maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC.
- ⌚ **I will** follow Indiana Swimming and USA Swimming Rules and Regulations.

I understand that failure to meet the above expectations will have a detrimental impact on my performance and/or that of the team and may result in revocation of the privilege as a member of SWAC. **I have read and understand the expectations. I welcome the challenge and will do my best to become a successful swimmer in the pool and leader on deck.**

Swimmer's Name Printed / Signature / Date _____

I have reviewed this contract with my swimmer and I will do my best to support my swimmer and coach in achieving success.

Parent's Name Printed / Signature / Date _____

Team Travel Policy

SWAC Swim Team recognizes that team travel is an integral component of the training and technical curriculum of competitive swimming. Team travel offers swimmers supervised opportunities to learn and practice independence. Travel opportunities may include but are not limited to: national, out of state or in state swim meets, training camps and club sponsored recreational activities. SWAC has developed this policy to guide the planning and execution of team travel.

- ✦ The SWAC Team Travel Policy, including liability release/medical consent form and team travel code of conduct, must be signed and agreed to by all swimmers, coaches and chaperones traveling with the club.
- ✦ Coaches and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. SWAC coaches may be designated to assume chaperone duties, with advanced notice to parents or legal guardians.
- ✦ If swim groups comprised of both male and female swimmers will be participating in overnight team travel, both male and female chaperones will be required.
- ✦ If a small contingent of swimmers and one coach travel to a competition, all participating swimmers must have his/her parents' or legal guardian's written permission in advance to travel alone with the coach.
- ✦ Regardless of gender, a coach or chaperone shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach or chaperone is the parent, guardian, sibling, or spouse of that particular athlete).
- ✦ During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- ✦ Swimmers should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental or guardian permission is obtained.
- ✦ During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and should be a similar age. Where swimmers are age 13 & over, coaches/chaperones would ideally stay in nearby rooms.
- ✦ To ensure the propriety of the swimmers and to protect the staff, there will be no male swimmers in female swimmer's rooms and no female swimmers in male swimmer's rooms.
- ✦ The directions & decisions of coaches/chaperones are final.
- ✦ Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- ✦ If a parent or guardian is taking the swimmer away from a travel event, he or she must provide the coach with a written note informing him/her of the change.

- ✦ Swimmers and chaperones 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..
- ✦ When visiting public places such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons. 12 & under swimmers will be accompanied by a chaperone.
- ✦ The 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.
- ✦ Chaperones are to adhere to elements of the Travel Team Code of Conduct. The use of alcohol or drugs in combination with transporting or chaperoning Swimmers is prohibited.
- ✦ The coach is to provide a specific itinerary to each chaperone detailing their responsibilities during the travel function, and check insurance and driver's licenses as needed.
- ✦ Chaperones are to notify the coach immediately if they are unable to be available to their designated swimmers for any reason while chaperoning.
- ✦ Chaperones will carry out their responsibilities from the immediate time of departure until the return time as communicated to the swimmers' parents.
- ✦ If a privately owned, leased or rented vehicle is used to transport swimmers to a SWAC sponsored travel meet or activity, the responsibility for liability lies with the owner, lessee, or renter of the vehicle. Chaperones must provide evidence of adequate automobile insurance prior to the travel situation upon request. Rental Insurance is to be paid by the club for the duration of any rental vehicle required.
- ✦ Swimmers, coaches & chaperones must sign and return the following SWAC Travel Code of Conduct section of this policy to the group coach prior to the travel trip.

Retain the above policy for your records and for your use on the trip.

Travel Code of Conduct

All swimmers, coaches, and parents of minors are apprised in writing of the SWAC Travel Code of Conduct and the attached SWAC Swim Team Travel Policy. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- Swimmers, coaches and chaperones will follow the Indiana Swimming and the USA Swimming Rules and Regulations.
- Swimmers, coaches and chaperones will maintain self-control at all times and will refrain from engaging in conduct that reflects adversely on SWAC.
- Swimmers, coaches, and chaperones will display proper respect and sportsmanship toward teammates, coaches, officials, fellow competitors and the public at all times.
- Swimmers, coaches, and chaperones are to refrain from any immoral, inappropriate, or offensive behavior such as abusive or inappropriate action toward another person. This includes bullying of any type per USA Swimming Code of Conduct and “anti-bullying” policy.
- Swimmers, coaches, and chaperones will refrain from using alcohol, tobacco, drugs or other prohibited substances while traveling with SWAC.
- Swimmers, coaches, and chaperones will dress in a manner suitable as a representative of the SWAC Swim Team.
- Swimmers, coaches, and chaperones are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and SWAC Swim Team. Athlete behavior must positively reflect the high standards of SWAC.
- Swimmers will strive to do their best, and encourage all teammates to do the same.

I understand that failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. I have read, understand, and agree to the policies herewith. I have also read and understand the SWAC Team Travel Policy (attached) and, by this signature, agree to abide by it.

Swimmer's Name Printed / Signature / Date

Parent's/Guardian's/Chaperone's/Coach's Name Printed / Signature / Date

Travel Release Form

Name and Date(s) of Activity _____

Medical Release Waiver

I certify that I am the parent or legal guardian for _____. I hereby give my permission for any coach, chaperone or other team administrator associated with the **SWAC Swim Team** to seek and give appropriate medical attention for my child in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **SWAC Swim Team** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **SWAC Swim Team** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my child is physically fit and capable of participation in the SWAC activity listed above.

Swimmer's Name Printed / Signature / Date

Liability Waiver

By registering my child, _____, with the **SWAC Swim Team**, I agree to participate (or allow my child and family members to participate) in the **SWAC Swim Team**, and hereby release **SWAC Swim Team**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child and family members) while participating in the **SWAC Swim Team** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child and/or other family members, or damage to my property, the property to my child and/or other family members, or both, while I (or my child or family members) participating in the **SWAC Swim Team** program.

Parent's Name Printed / Signature / Date