

# **East Coast C-Cerpants Team Policy Guide**

# TABLE OF CONTENTS

## TABLE OF CONTENTS

### Introduction

Head Coach

Team Support

Team Contact Information

Communication

### About East Coast C-Cerpants

Mission

Team Environment

Coaching Vision

### Membership, Dues, & Fees

Team Dues Payment

Payment Requirements

Trial Period & Refund Policy

Practice Groups

Developmental 1

Developmental 2

Bronze

Silver

Gold

Masters Gold

Release & Waiver

Medical Release

Liability Waiver

Minor Athlete Abuse Prevention Policy

Member Code of Conduct

Part I Parents Code of Conduct

Part II Swimmer Code of Conduct

Part III – Violation of the Code

### Roles & Practice

Coach's Role

Parent's Role

Swimmer's Role

Dryland Practice Policy

[General Practice Policy](#)  
[Practice Equipment Needs](#)  
[Swimmer's Practice Rules](#)  
[Practice Group Move Up Policy](#)  
[Illness & Attendance](#)  
[Practice Cancellation](#)

#### [Facility Rules](#)

[Pool Rules](#)  
[Locker Room Policy](#)  
[Ocean City Pool Share Notice](#)

#### [Communication & Media](#)

[Electronic Communication](#)  
[Athlete Electronic Communication Policy](#)  
[Photography](#)  
[Photography Consent Form](#)  
[Action Plan to Address Bullying](#)

#### [Meets & Team Travel](#)

[Swim Meets](#)  
[USA Swimmer Registration](#)  
[Meet Entry Process](#)  
[Meet Entry & Relay Fees](#)  
[Meet Attendance](#)  
[Outside Meet Attendance](#)  
[Meet Gear](#)  
[Volunteering](#)  
[Team Travel Policy](#)

[Team Policy Guide Acknowledgment](#)

# Introduction

The purpose of this guide is to explain the vision and philosophy of the East Coast C-Cerpants Swim Team (“ECCC” and/or the “Club”) as well as to outline and highlight various policies that affect swimmers and their families.

## Head Coach

- Donald Cotter, Jr.
  - [ccerpants@gmail.com](mailto:ccerpants@gmail.com)

## Team Support

- Team Administrator(s)
  - [ccerpants@gmail.com](mailto:ccerpants@gmail.com)

## Team Contact Information

- Team Website: [www.ccerpants.com](http://www.ccerpants.com)
  - All meets & important team communications can be found on the team site.
- Team Email: [ccerpants@gmail.com](mailto:ccerpants@gmail.com)
- Team Address: 108 Azalea Lane, Egg Harbor Township, NJ 08234
- Team Phone Number: 609-525-4025

## Communication

Electronic communication through the team’s website will be the primary method of team communication. Each registered family will receive access to a private account. This account is your one-stop-shop for maintaining your contact information, declaring for swim meets, signing up for jobs, interactively tracking your swimmers times, and much more.

- Email: We ask all families to make sure they have a verified email address active in their account. This will ensure we are able to communicate important team information.
  - One thing that helps is for the user to add both [notifications@teamunify.com](mailto:notifications@teamunify.com) AND [notifications+alias@teamunify.com](mailto:notifications+alias@teamunify.com) (where alias is their team alias found in My Account > My Tutorials) to their contacts in their email host's web interface. This will often tell the email host to allow email from those addresses.
- SMS: In addition to email ECCC will utilize text messaging/SMS to send out immediate alerts for important fast moving team information. In order to receive text messages, families must verify a valid phone number to receive these important communications.

- Directions for these features and other team website tools can be found under “My Tutorials” on the left menu found under “My Account”.

We look forward to having you be part of our incredible swim team!

# **About East Coast C-Cerpants**

## **Mission**

The mission of the East Coast C-Cerpants Swim Team is to provide swimmers with the opportunity and environment needed to pursue the sport of competitive swimming to the fullest extent of an athlete's ability and desire. We emphasize the core values of integrity and sportsmanship, along with healthy lifestyle, strong stroke technique, and sustainability in the sport. Potential is limitless, quality of swimming is valued, and the pursuit of excellence is the standard.

## **Team Environment**

The goal of our team is to create an environment and culture that embodies safety for all athletes, a culture rich in integrity, and core values and work ethic our athletes can use in all aspects of life.

## **Coaching Vision**

Excellence in the sport of swimming starts with core training values. The ECCC coaching staff all embrace the philosophy that great swimming starts with strong technique learned through skills and drills. Workouts are written with efficiency in mind. The goal is that each training period spent in the pool is effective in positively impacting conditioning and good stroke technique outcome.

All of our coaches are members of USA Swimming and have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. This provides assurances that the time children spend in swimming will be quality time.

# Membership, Dues, & Fees

There are several components to every swim member's fees associated with enrollment to the East Coast C-Cerpants Swim Team. All of the team finances are processed through the Team Unify online team website.

- **FACILITY FEE:** There is a monthly facility fee paid direct to the facility location for practice. All ECCC registrations require that our members are actively enrolled at the facility location that holds practice. This may require families to execute and maintain separate facility agreements with the facility's payment terms. Facility membership information will be made available on the team website.
- **TEAM DUES:** There is the membership due paid direct to the team. These fees support our team costs, coaching support, and facilitate the team's attendance at various competitive venues. Costs associated with team registration will be made available on the team website. Costs are varied based on group assignment and season.
- **MEET FEES:** For those members that elect to compete with our team there are costs associated with meet entry. Fees are outlined at the time of registration for each particular competition. Please refer to the Meet Section of this guide for additional meet payment details.
- **EVENT FEES:** Several times a year there are hosted team events. Sometimes there are costs associated with these events. Costs will always be disclosed when events are advertised.
- **ANNUAL ATHLETE REGISTRATION:** All families are responsible for an annual team registration fee upon enrollment and every year thereafter upon renewal for each swimmer. This fee covers the cost of the required registration with USA Swimming through our local LSC (Middle Atlantic) and administration/processing fees.
  - All swimmers must have a current USA Swimming (USAS) registration in order to participate in practice and team events. USAS payment and registration/transfer is due prior to the start of first practice.

## Team Dues Payment

ECCC offers several swim sessions over the course of a calendar year. Costs associated with session and swim group enrollment will be made available on our team website. Monthly dues associated with those sessions are as follows:

- Fall-Spring Session dues will be paid in monthly installments over the first nine months of enrollment, due on the 1st of each month (August through April). Payments are due and payable one month in advance.
- Summer Session, Clinics, and Special Offer Session dues will be paid in one installment payment a month prior to the session start.
- The swim payment month will begin on the 1st of the month and end on the last day of the same month. First month fees are paid at the time of registration.

- Dues will be automatically deducted from the designated account or charged to the designated credit card each month.
- Swim registration is location specific. Each location has specific facility fees and membership requirements. Therefore practice and swim session attendance is only permitted for the location in which you have registered. There are no exceptions to this policy.
  - Facility fees are location specific and an additional charge to the team dues payment.
- All families are responsible for an annual team registration fee upon enrollment and every year thereafter upon renewal for each swimmer. This fee covers the cost of the required registration with USA Swimming through our local LSC (Middle Atlantic) and administration/processing fees.

## **Payment Requirements**

- All active team members are required to keep a credit card on file of their account for payment processing.
- Annual team registration fees are non-refundable.
- Payments will be prorated in cases of late season enrollment, based on the month of enrollment and remaining months in season. Pro-rating is not done on a number of day's basis, or on partial month basis. We do not have a per-day fee for practicing. Pro-rating is only for "New to Team" swimmers.
- Payments are due for any part of the month a swimmer participates in; no prorated or refunded dues for partial months. Payment for the entire season (payable as outlined by the session payment schedule) is required regardless of how many practices your swimmer attends.
  - Due to the size of the East Coast C-Cerpants, the fact that practice groups are filled, and other patrons turned away, there are no discounts for missing time due to injury, vacation, other sports, or a lack of continued interest in the program.
- Charges will be assessed to accounts for payments returned due to non sufficient funds (NSF) or declined credit card transactions. Payment processing will be automatically resubmitted within 7 business days with the NSF or declined card transaction fees.
- Accounts with past due balances will be considered delinquent accounts and will result in swimmers being ineligible to participate in team practices or activities, or to be registered for meets as a member of the East Coast C-Cerpants. Failure to rectify account delinquencies may result in remedial court action according to the laws of the State of New Jersey.

## **Trial Period & Refund Policy**

- First time members are offered a two week trial period (from the start of the season or those joining later the first day of practice) before fully committing to team membership. The annual team registration fee, a completed USA Swimming registration/transfer form, and first month's session dues must be submitted prior to starting practice. If the swimmer does not wish to continue at the conclusion of the trial period, the balance of registration payment will be



returned (the USA Swimming registration/USA transfer fee is nonrefundable). After the two week trial period is up, payment for the entire season is required (payable as outlined by the session payment schedule), regardless of how many practices your swimmer attends.

- This trial period also applies to any swimmer who chooses to move (under coach direction) or is required to move to a different group for violating a group's rules/policies. In this case, if it is after the two week trial period, and a swimmer moves to a cheaper group, you will be required to pay the dues for the entire season of the original group that the swimmer registered for.
- Members must provide written notice within the first 14 day trial period of their intent to discontinue with practices. Notice may be sent by email to ccerpants@gmail.com, and must be confirmed by an acknowledgement email. Failure to provide adequate notice will result in continuation of automatic debits or charges for scheduled dues payments.

## **Practice Groups**

### Developmental 1

Focus of this group is to develop a love for swimming and the fundamentals associated with kicking, freestyle, and backstroke. Swimmers will be taught basic sport terms, drills, safety, ready position, and lane rules. Swimmers at this early level will become proficient in the lane etiquette skills needed for continuation in a competitive program atmosphere.

For entrance in this group, participants in this group should be able to swim at least one length of the pool without assistance. Swimmers must be independent; flotation devices may not be used during practice sessions.

### Developmental 2

Focus of this group is to further develop a love for swimming and the fundamentals associated with kicking, freestyle, and backstroke. Swimmers will also learn the stroke mechanics needed for breaststroke and butterfly strokes. Daily drills, correct body balance positions, streamlining, shallow diving, flip turns, and correct breathing techniques are learning goals at this level. Learning to use the swim clock for practice sets, meet procedures and warm up rules are also educational goals.

For entrance in this group, participants should be able to swim at least 50m/50y in two different stroke styles. Swimmers will need the ability to independently focus on instruction and follow lane rules/etiquette.

### Bronze

Focus of this group is on stroke proficiency and expansion upon skills learned in previous levels. Swimmers in this group start to focus on more developed body mechanics and stroke technique while learning racing skills and strategies. Endurance within stroke sets and emphasis on the importance of

continuous kicking is expanded upon in this group. Learning in this group builds on all skills learned in preceding training groups. Dryland training is introduced at this level.

For entrance in this group, participants should be proficient in all four strokes and have a preliminary understanding of the impact body positioning has on stroke mechanics. Swimmers should be able to complete a 100m/100y in 2 of the four strokes.

### Silver

This group spends their time on progressive stroke techniques, endurance training, and racing skills. This group builds on all knowledge learned from previous groups. Basic goals include skill development through drill progression, taking control of swim career, developing stroke length, muscular endurance, understanding written workouts, introduction to travel rules, and introduction to threshold training. Educational goals include concepts related to race distances, overload/adaptation training. Dryland training is an expected part of training regimen.

For entrance in this group, participants should be proficient in all four strokes and have a proficient understanding of the impact body positioning has on stroke mechanics. Swimmers should be able to complete a 100m/100y in all four strokes and IM. Athletes should display the maturity required to follow more intense training sets accompanied with dryland training sessions.

### Gold

This level is designed for athletes to develop high level swimming skills and prepare for advanced competitive training. This group is for our more advanced swimmers to increase their commitment to swimming. These swimmers are expected to be mature, dedicated, responsible, and dependable. Basic goals include controlling technique, and taking an increased responsibility for training (self-motivation). Educational goals include understanding progress and improvement, understanding the recovery process (rest/nutrition/hydration). This group applies all previous knowledge and strives to balance all physical, mental, and emotional aspects of training in their continued journey in the sport. Dryland training progression is developed throughout the season with this group.

For entrance in this group, participants should be proficient in all four strokes and have a proficient understanding of the impact body positioning has on stroke mechanics. Swimmers should be able to complete a 200m/200y in all four strokes and 200 IM. Dryland training is an expected part of training regimen.

### Masters Gold

This program is designed for the adult swimmer looking to continue on the competitive path after high school swimming.

For entrance in this group, participants should be proficient in all four strokes and have a proficient understanding of the impact body positioning has on stroke mechanics. Swimmers should be able to complete a 200m/200y in all four strokes and 200 IM. Dryland training progression is developed throughout the season with this group.

## **Release & Waiver**

As a member of the East Coast C-Cerpants Swim Team you are responsible for the review and agreement with the team's release & waivers listed below. A signature on this team policy guide constitutes unconditional agreement & acceptance to comply with the stipulations of these policies contained within.

### Medical Release

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the East Coast C-Cerpants to seek and give appropriate medical attention for our child(ren) 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 East Coast C-Cerpants 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 East Coast C-Cerpants activities, whether or not damages or loss is due to negligence.

I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities. Acknowledgment of this policy is incorporated by signing the ECCC Team Policy Guide.

### Liability Waiver

By registering my child(ren) with the East Coast C-Cerpants Swim Team, I agree to participate (or allow my child(ren) and family members to participate) in the East Coast C-Cerpants, and hereby release the East Coast C-Cerpants, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the East Coast C-Cerpants 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(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the East Coast C-Cerpants program. Acknowledgment of this policy is incorporated by signing the ECCC Team Policy Guide.

## **Minor Athlete Abuse Prevention Policy**

As a member of the East Coast C-Cerpants Swim Team and USA Swimming you are responsible for the review of the policies contained in the [Minor Athlete Abuse Prevention \(“MAAP”\) Policy](#). We ask parents to review policies with their swimmers to ensure understanding. The policy in this guide serve as behavior guidelines that the East Coast C-Cerpants expect all members to demonstrate and uphold (both family and swimmer).

I understand acceptance of this policy is a requirement for membership and volunteer service with this team. I will be required to acknowledge that I have received, read, and understood the ECCC Minor Athlete Abuse Prevention Policy (Version1/June 2019) 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 MAAP Policy is a condition of my membership with the East Coast C-Cerpants Swim Team.

A signature on this team policy guide constitutes unconditional agreement & acceptance to comply with the stipulations of these policies contained within. ECCC asks for acknowledgment by each swimmer registered in the program, as well as well as their parents/legal guardians.

## **Member Code of Conduct**

As a member of the East Coast C-Cerpants Swim Team (ECCC), you are part of a swimming organization that believes teamwork, integrity, respect and good sportsmanship are more important than winning. All members are required to adopt this Code of Conduct. By signing/acknowledging you agree to follow the rules for behavior and sportsmanship while you are a member of ECCC. The following serves as behavior guidelines that the East Coast C-Cerpants expect all members to demonstrate and uphold. These guidelines are in addition to those observed and adopted through your membership with USA Swimming.

### Part I Parents Code of Conduct

At the East Coast C-Cerpants Swim Team (ECCC) we know parents are one of our most valuable assets and pillars of support. We ask parents to assist with team support both on and off the deck. As members of ECCC, parents hold the same responsibility as their swimmers for conducting themselves in a manner of excellence. ECCC requires all members (parent and swimmer) to show respect, team spirit, good sportsmanship, and politeness at all times. The undersigned athlete parent participating with/for the East Coast C-Cerpants Swim Team (ECCC) agrees to abide by the guidelines outlined below in addition to those established by the staff, USA Swimming, and/or the facility.

1. Practice teamwork with all parents, swimmers, and coaches by supporting the ECCC, Middle Atlantic, and USA Swimming values and codes of conduct related to hard work, commitment, discipline, and loyalty. Help ECCC achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with.

2. Demonstrate good sportsmanship during all practices, competitions and team activities. Promote good sportsmanship by setting an example and by helping others to do likewise. At ECCC we win gracefully, lose graciously, and congratulate opponents either way.
3. Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time, as well as bring the proper equipment. Arrive at meets in time for volunteer or swimmer check in, stretching, and warm-ups.
4. Maintain open and honest communication among all members of the ECCC family. We reach our common goals by working together.
5. Maintain self-control at all times. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives. Set the right example for our children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice or competition.
6. Assist the coaches by not talking with or motioning to swimmers during practices; unless clearing it with a coach first. Recognize that ECCC coaches are professionals and allow them to coach your child without interference during workouts and meets, including not being present on deck during practice or competitions unless you are working at the meet.
7. Do not interrupt or confront the coaching staff on the pool deck during practice or meets. Call or meet with coaches in private before or after practice/meets to discuss issues. You can always schedule a meeting time by emailing the staff at [ccerpants@gmail.com](mailto:ccerpants@gmail.com). All coaching concerns should be addressed with the involvement of the Head Coach.
8. Trust and support your swimmer(s) and coach's) decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child. Your unconditional love and support before and after training and races will help them best.
9. Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings. Any questions about disqualifications, judging, etc should be directed to your swimmer's coach.
10. Volunteering is a great way to be involved. There will be an opportunity to be an official, volunteer at swim meets, help plan a fundraiser, help plan a group social. Be an active participant in all fundraising events and other team activities.
11. Please pay your fees on time. The team relies on all financial obligations collected to support every aspect of our functions.
12. Insist that your child refrain from using alcohol, tobacco, drugs, and other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.

## Part II Swimmer Code of Conduct

Swimmers are expected to remember that at practice, during swim meets, team activities and in public they are representing the East Coast C-Cerpants Swim Team (ECCC), Middle Atlantic, and USA Swimming. They should represent ECCC with excellence, respect, team spirit, good sportsmanship, and politeness. The undersigned athlete participating with/for the East Coast C-Cerpants Swim Team (ECCC) agrees to abide by the guidelines outlined below in addition to those established by the staff, USA Swimming, and/or the facility.

1. Swim for the fun of it and love of the sport; not just to please your parents or coach.
2. Swimmers are expected at all times to follow the directions of any member of the coaching, team, or facility staff, respect any instructions by officials and any person who is a chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete.
3. Swimmers are expected to show respect, common courtesies and good sportsmanship at all times to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions and team activities. At ECCC we win gracefully, lose graciously, and congratulate opponents either way.
4. Swimmers should be punctual and arrive on time for all practices, meets, and team events. Pool time is very valuable. Every team practice, meet participation, and team activity should be treated as an opportunity to learn.
5. Swimmers are required to attend all team meetings, practice sessions and swim meets (if registered for meets), unless excused by staff or have made special arrangements with their coach. Swimmers must notify the coach in advance if they are planning to leave practice or swim meets early. Swimmers should make it a priority to be an active participant in all team practices, competitions, fundraising events and other team activities.
6. Swimmers are expected to wear ECCC team caps, and team swimsuits, at all swim meets. This displays team pride and also makes it easier to identify swimmers on the blocks and in the water. Swimmers should come to all team sponsored events in the appropriate attire.
7. Focus on every drill and every set. Be committed to putting forth your best effort everyday. An honest effort does not include cutting laps, pulling on lane lines, or missing send offs/sets.
8. Disruption of practice by an athlete will be grounds for removal. Continual cheating in a practice will be considered a disruption of practice.
9. The coaches are there to help the swimmers. Swimmers are expected to pay attention and follow all of the coach's instructions completely and exactly. If any clarification is needed, they are to ask questions politely.
10. Swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated. Dishonestly, theft, and/or vandalism will not be tolerated. Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities as those listed above.

11. There shall be no drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by USA Swimming.
12. Swimmers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer to the most severe discipline.
13. Swimmers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice environment and competitive environment for all.

### Part III – Violation of the Code

The Head Coach has the authority to impose the following penalties for violation of the East Coast C-Cerpants Swim Team Code of Conduct. Violation of any of these rules, will be subject to disciplinary action determined by the Head Coach, which may include expulsion from the team. The penalties include, but are not limited to, the following:

- Verbal warning
- Swimmer removal from practice in addition to a verbal warning and the coach contact with parent
- Swimmer will need to be accompanied by a parent at practice for four (4) consecutive days.
- If the swimmer or parent continues his/her warned behavior, swimmer will be suspended for one (1) week. (There will be NO prorated fee for monthly dues.)
- If the disciplinary problem continues, the swimmer and parent(s) will meet with the Head Coach to discuss the problem further. Further action may include expulsion from the team.

We ask that parents/guardians review the ECCC Code of Conduct with the registered athlete to ensure understanding of the policy. The parent/guardian and the swimmer agree to abide by this Code of Conduct and accept the penalties for not abiding by these. Acknowledgment of this policy is incorporated by signing the ECCC Team Policy Guide.

# Roles & Practice

## Coach's Role

The coach will have many specific objectives, but each could probably be grouped into four major categories:

1. To provide personal and social development for lifetime skills.
2. To develop and improve the technical and physical skills of swimming.
3. To provide a fun and enjoyable environment.
4. To orient young people to competition.

### DOMINANT VALUES THAT COACHES TEACH TO SWIMMERS

- Competition and striving to do one's best is fun.
- Learning and improving swimming skills is a valuable activity.
- Swimming is an excellent lifetime sport and part of a healthy lifestyle.
- Setting and meeting personal and team goals is rewarding.
- Cooperation and support among teammates during practice and meets is important.
- Practices are essential steps in an athlete's long term development.
- Swimming, training and competing are worthwhile and pleasurable activities.
- The courage to extend oneself and take risks to become better is worthwhile.

USA Swimming. (n.d.) The Role of a Coach. Retrieved from <http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1781&mid=7897&ItemId=5362>

## Parent's Role

Parents have the most important job of all when it comes to the swimmer's progression in the sport. Motivation for progression in the sport must come from the athlete themselves but encouragement is an endless resource parents have to lend. While no coach or parent can make a great swimmer, you can provide the swimmer the skills and environment needed to foster their talents. Below you will find some time tested ways to support our emerging athletes in the sport.

- Make your child's experience a fun and enjoyable experience. Try not to add pressure, criticism, or compare them to other swimmer. Most athletes are already trying their best to reach their best performance.
- Be supportive and reserve criticism. Most swimmers have a good deal of perception about performances and most coaches will share the criticism needed to enhance their next performance. Parents can support through acknowledging the effort seen. Leave coaching to the coaching staff.
- Get involved. Swimmers love seeing their parents volunteer and support their team and efforts.



- Learn about the sport. Understand the terms your swimmers use and understand what they do at practice. Support the practice sessions by helping your athlete arrive on time and attend regularly.
- Be enthusiastic. Remember that the child is the swimmer. Children need to establish their own goals, and make their own progress towards them.

## **Swimmer's Role**

As a swimmer's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers. As swimmers improve, this is a deep commitment that requires great effort on all aspects. A swimmer has responsibilities to the team, the coaching staff, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories to workouts (refer to Practice Equipment Needs policy). It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as an excuse to miss part of a training session.

- Practice begins at the designated time. (Swimmers are expected to have a valid excuse for tardiness).
- Plan to stay for the entire practice.
- Restrooms should be used only before or after workout sets.
- During practice sessions, swimmers are never to leave the pool area without coach's permission.
- Swimmers will help set up and put away all equipment.
- Practice means exactly what it says: it is time to practice skills and go through a training schedule.
- For practice, all swimmers need a practice suit, cap, and goggles. Swimmers may also want to bring their own equipment bags with a pull buoy, kickboard, and fins.
- Team competition suits are not worn at practice.
- Swimmer's should maintain proper hygienic behavior at all times. It is not acceptable to release bodily fluids on the pool deck/facility grounds.

## **Dryland Practice Policy**

- Appropriate attire includes: shorts, t-shirts, sweats, and appropriate socks and sneakers.
- All swimmers should wear dryland attire over their bathing suits to minimize delay in transitioning from dryland training to in water training.
- Athletes are required to maintain proper code of conduct and transition from location of dryland to pool training in an orderly fashion.

- No athletes should be in an exercise room of a facility without the direct supervision of an ECCC coaching member.

## **General Practice Policy**

- All facility rules, lifeguards, and staff must be obeyed by all swimmers and visitors on deck.
- Physical, verbal, or other abuse of the coach/staff/other swimmers will result in termination of further participation on the swim team without a refund of payment. This includes bullying, which is generally defined as the use of aggression, whether intentional or not, which hurts another person. This policy includes infractions by the swimmer or their family members.
- Please remain with your child until he/she is in the water supervised by ECCC Staff at the start of a practice session. Do not send children under the age of 11, into the facility and pool area unaccompanied.
- Athletes should not enter the water until coaches are on deck, supervising swimmers, and a practice session has commenced. Non athletes should never enter the water during a practice session.
- Swimmers should attend only the practice sessions for their assigned group. Groups will be determined by coaching staff and only changed based on the Head Coach's discretion in evaluation of your swimmer's performance and individual ability.
- Please let our coaches do what they do best, and focus all of their energy on the swimmers in the water. ECCC coaches are available in between practice sessions, through email (ccerpants@gmail.com), or by appointment.
- Facility "check in". Each practice facility has check in procedures for entering and using the facility. Please be sure to follow these measures with every practice session attended.
- All members must maintain a current USA Swimming registration to actively practice and/or participate in swim meets with ECCC.

## **Practice Equipment Needs**

All athletes should have the following items with them at every practice session.

- swim cap (including extras)
- goggles (including extras)
- one piece suit (including extras)
  - Please note, ECCC does not allow two piece suits for practice, competition, or team functions.
- water bottle
- kick board
- pull buoy
- short fins
- long fins
- snorkel (bronze group and higher)

- paddles (age specific, please check with group coach)

Swimmers will also need shorts, t-shirt, and appropriate socks and sneakers for dry land practice. All swimmers should wear dryland attire over their bathing suits as preparation for dry training in situations of inclement weather.

## Swimmer's Practice Rules

- PRACTICE START--Swimmers are encouraged to be at their scheduled practice 10 – 15 minutes prior to the start. Swimmers should attend the practice session for only their designated practice group. Swimmers should be dressed, ready to enter the water, and have appropriate practice gear and water at the start of every practice session. Swimmers in the Bronze, Silver, & Gold groups should come to practice dressed for dryland with swimsuits underneath the dryland practice attire. This will allow for quick transition from dryland training to the pool portion of practice.
- HYDRATION—Dehydration prevention begins with prevention. Swimmers should be drinking throughout the day and have a water bottle available for all practice sessions. Drinking water at practice sessions alone is not enough for swimmers hydration needs.
- GEAR STORAGE-- The pool deck must be clear, clean, and organized. Having towels, equipment, bags and shoes all over the pool deck can cause a trip and fall hazard.
  - Medford—swimmers should stow their gear bags & belonging along the wall hooks and cubbies provided. Shoes should be tucked tightly under gear that is stowed on hooks to prevent any trip hazard.
  - Ocean City—swimmers should stow their gear bags & belongings along the bottom seat and/or bottom foot deck across the bleachers on the pool deck. Outside of the wall hooks by the coaching station, swimmer gear should only be on the bottom section of the bleachers.
- FACILITY USAGE—Horseplay, inappropriate behavior/language/actions, unhygienic behavior in the locker rooms or facility is strictly forbidden. Failure to follow this rule may result in a swimmer's locker room or facility privileges being revoked. Swimmers should keep in mind that they are representing ECCC, Middle Atlantic, USA Swimming, as well as themselves as individuals. All swimmers are held accountable for honoring the team Code of Conduct.

## Practice Group Move Up Policy

ECCC wants to give each swimmer the opportunity to improve their skills in the water. The Head Coach is the individual best able to assess a swimmers readiness to make the transition from one practice group level to another. There is not one primary factor for group placement. Some of the most important factors driving group placement are:

- Commitment (practice attendance, meet participation, & priority to the sport)
- Maturity (emotional development, physiological and chronological age)

- Training (ability and technique consistency).

The ECCC Head Coach is the only authorized member to inform families when session transition time is appropriate.

## **Illness & Attendance**

Here are a few guidelines/requests to help keep our swimmers, ECCC staff, and families healthy. These simple practices will not only help us to avoid spreading sickness amongst the swimmers and coaches, but also to protect those families with compromised immune systems in their homes. For some families cold and flu is only a nuisance, but for others it is a very serious concern. So let's all work together to stay well throughout the season!

- If your child has a fever, they should not come to a practice/meet until the fever has been gone for at least 24 hours (without fever-reducing medicine)
- Use of any pool associated with team activity is strictly prohibited if your child has any infectious illness, rash, open sore, etc.
- Please teach or remind your child to cover his mouth when coughing
- If you think your child may be getting sick, but is not yet fully sick, please err on the side of caution and keep your child home until it's clear whether he or she will get sick or not.

## **Practice Cancellation**

- Thunder - requires a 30-minute evacuation of the pool area
  - If practice is canceled before it starts, the team will be notified by email/SMS alert.
  - If practice is interrupted mid-session with a weather event, swimmers will be removed from the pool area and finish remaining practice time with dryland activities.
  - If practice is canceled early in session, swimmers will be removed from the pool area and a dryland practice session will be put in place. Parents/guardians may be contacted to pick up their swimmer(s) early.
- Any inclement weather or a closed facility event that creates a practice delay or cancellation will be communicated via team email, SMS alert, and/or posted to the "News" section of the team website.

# Facility Rules

In addition to the general team policy and rules governed by USA Swimming, our facilities have their own set of requirements for use of their facility. Facility rules must be maintained for the protection of our swimmers as well as for the team to maintain the privilege of the facility use. In addition to the ECCC Team Policy Guide, program participants will be required to acknowledge and accept facility/location specific policy and waivers. Swimmers will not be able to practice or compete without these forms on file.

## Pool Rules

A pool deck can be a very dangerous place so everyone must treat it with respect and take care to follow simple safety guidelines. These directions should be taken seriously as they are in place so we can provide a safe and healthy practice environment. We appreciate the support of our athletes, staff, and parents with adherence and enforcement of these safety guidelines.

- A pool deck is both our classroom and a workplace; it's never a playground or a daycare. Absolutely no running or horseplay; there is water everywhere that can make a deck slippery and hazardous.
- No swimmer should ever enter the water without an ECCC coach present and prior to the start of their designated practice session.
- The pool deck must be clear, clean, and organized. Having towels, equipment, bags, and shoes all over the pool deck can cause a trip and fall hazard.
  - Medford—swimmers should stow their gear bags & belongings along the wall hooks and cubbies provided. Shoes should be tucked tightly under gear that is stowed on hooks to prevent any trip hazard.
  - Ocean City—swimmers should stow their gear bags & belongings along the bottom seat and/or bottom foot deck across the bleachers on the pool deck. Outside of the wall hooks by the coaching station, swimmer gear should only be on the bottom section of the bleachers.
- If a swimmer must be excused during a practice session (ie. restroom use or early departure) please check in with your coach. We want to make sure we know where everyone is at all times.
- No deck changing is permitted; locker rooms/changing rooms are the appropriate place to change.
- Parents are welcome to stay and watch practice, but you must stay in designated (seating gallery) areas while your child is practicing. This is a must as to not interfere with the safety and instruction of a practice session.
  - Medford—Parents are invited to view practice from the bleacher section on deck. Parents/guests must remain seated during the practice session and are not permitted

to walk around on deck, due to safety concerns. Parents/guests are not permitted to walk around the facility, they must remain in the pool area.

- Ocean City—Parents are invited to view practice from the 2<sup>nd</sup> floor observation seating. Parents with USA Swimming non-athlete or athlete credentials are welcome to view practice from the bleacher section on deck.
- Please let our coaches do what they do best, and focus all of their energy on the swimmers in the water. ECCC coaches are available in between practice sessions, through email (ccerpants@gmail.com) or by appointment.
- Please respect the facility property we are fortunate to have access to for practice. A good general rule is to leave your area cleaner than you found it.

## **Locker Room 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. Food, gum, and beverages are not permitted in the locker rooms.

### **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:

- Medford, NJ - Kennedy Fitness. This location has:
  - Limited locker room or changing facilities. Swimmers will be expected to come dressed for practice. There is limited availability to change and shower. Swimmers are encouraged to change and shower at home.
  - A changing area that is shared with the general public. As such, there are likely to be people who are not associated with the East Coast Swim C-Cerpants Swim Team in the changing area around the time of practice.
- Ocean City, NJ - Ocean City Aquatic & Fitness Center. This location has:
  - Limited locker room or changing facilities. Swimmers will be expected to come dressed for practice. There is limited availability to change and shower. Swimmers are encouraged to change and shower at home.
  - A changing area that is shared with the general public. As such, there are likely to be people who are not associated with the East Coast Swim C-Cerpants Swim Team in the changing area around the time of practice.

### **MONITORING**

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

changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

The East Coast C-Cerpants Swim Team 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 staff, coach, parent, other adult inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff, coach, parent, other adult conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

#### USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas.

- The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: Article 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

## **Ocean City Pool Share Notice**

The ECCC Ocean City team practices out of the pool located in the Ocean City Aquatic Center, which also serves as a community center. As such, Ocean City High School does have priority of pool use to cover their swim meets during High School swim season (typically November thru February). While this is a minor inconvenience to our team, we want to make sure everyone is informed of this process.

Once ECCC is informed of the dates the pool is needed for the HS swim season, we will communicate them to our team members and adjust our team schedule as needed. Typical impact is a loss of Saturday practice sessions for all groups and a few occasional late session starts during the week. We do not have additional practice time to offer, but can assure you it does not interfere with the conditioning of our athletes. We appreciate your understanding of this policy.

# Communication & Media

This policy contained in this section is to define the approved channels and process for delivering information about team and swimming related activities. All communication should be professional in nature and always have the safety and protective interest of our athletes in mind.

## Electronic Communication

The East Coast C-Cerpants 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

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

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

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



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

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

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

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

## **FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES**

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

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

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

## **TWITTER**

If the Club has an official Twitter page, coaches, athletes and parents can follow that page for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

## **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8am until 8pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

## **EMAIL**

Athletes and coaches may use email to communicate between the hours of 8am and 8pm. When communicating with an athlete through email a parent or guardian 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.

## **Athlete Electronic Communication Policy**

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team.

Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times.

## **EXPECTATIONS**

The club holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

## **THINGS TO REMEMBER: TEXTING**

- Text messages and photos can be saved or screenshot. Once the message is transmitted, the sender does not have control.
- Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- It is typically more effective to discuss an issue in person.

## **THINGS TO REMEMBER: SOCIAL MEDIA**

- Once you post something online, it is public and permanent--even if you delete it.
- Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.
- Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft.

## Photography

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

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the Photography Consent Form found in this guide.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore any photos that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A form allowing parents to indicate refusal of consent is contained in this guide and will be used for permission requests as needed.

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

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

# Photography Consent Form

The East Coast C-Cerpants may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to use photographs.

Parents have a right to refuse publication of their child's photograph.

As the parent/caregiver of:

---

Swimmer(s) Name(s)

I allow the following, by checking the appropriate boxes:

- Take photographs to use on the club's secure website
  - Consent given
  - Consent refused
- Take photographs to include with newspaper articles
  - Consent given
  - Consent refused
- Take photographs to use on club notice boards
  - Consent given
  - Consent refused
- Video for training purposes only
  - Consent given
  - Consent refused

---

Parent/Guardian

---

Date

---

Parent/Guardian

---

Date

## **Action Plan to Address Bullying**

Bullying of any kind is unacceptable at the East Coast C-Cerpants 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 ECCC 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:

1. causing physical or emotional harm to the other member or damage to the other member’s property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. 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 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 cyberbullying. Collect all the available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
  - a. Review the USA Swimming definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - i. What is the history between the kids involved?
    - ii. Have there been past conflicts?

- iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- iv. Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

#### SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied
  - a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
  - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
    - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
    - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
  - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
  - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
  - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
  - c. Work with the child to understand some of the reasons he or she bullied. For example:
    - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
    - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
  - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
    - i. Write a letter apologizing to the athlete who was bullied.
    - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
    - iii. Clean up, repair, or pay for any property they damaged.

- e. Avoid strategies that don't work or have negative consequences:
    - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
    - ii. Conflict resolution and peer mediation doesn't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
  - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
  - b. Tell a trusted adult – your parent, coach, or club board member;
  - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
  - d. Set a good example by not bullying others.
  - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



# Meets & Team Travel

## Swim Meets

A great benefit of being a member of a USA Swimming sanctioned swim team is the competitive swim meet opportunities available. Meets are a great opportunity for coaches and athletes to see how they are progressing in the sport and responding to training. The Fall-Spring season typically offers a swimmer six or more swim meets to attend. ECCC highly encourages attendance in as many of the swim meets as possible. A season calendar of meets targeted for team attendance will be posted to the team website and available at the start of each season.

### USA Swimmer Registration

All swimmers competing in meets must be a USA Swimming registered athlete. Registration must be confirmed 3 weeks prior to the meet entered.

### Meet Entry Process

All entry commitments are made using the Team Unify platform. Each member has a personal account they can access via the team website. When meets open for entry, each active and paying member will receive an email detailing the hosted competition. The meet entry email will contain very short entry response periods (48 hours) so it is important to read and respond in a timely manner. For most meets, families will be asked to commit their swimmer(s) to a day/session or decline attendance. ECCC will provide ample communication for each active open meet enrollment process. It is the responsibility of every team member to decline or accept attendance to meets. Failure to declare meet attendance will be handled as a decline when entry deadline is reached. All entries are considered final; there are no changes after the entry deadline has expired.

The Head Coach will select the events in which athletes will compete. There is a small note section when you commit your attendance that can be used to remind the coaching staff of pertinent athlete notes (ie. swimmer is close 50 Free JO cut, cannot stay for relays, injury to ankle--no breaststroke, no more than 3 events/day). This field is not to dictate what events your swimmer should compete in; those are coaching decisions.

Team entry into relays are made in advance, but swimmers are often selected on the day of competition at the Head Coach's discretion.

### Meet Entry & Relay Fees

For those members that elect to compete with our team, there are costs associated with meet entry. Fees are outlined at the time of registration for each particular competition in the meet entry email. Once ECCC's team entry file is submitted to the meet host, entries are final; there are no changes. All swimmers financial obligations will be billed as they are paid to the meet host; this date is prior to the

actual competition date. Team entry into relays are made in advance, but swimmers are often selected on the day of competition at the Head Coach's discretion. Relay fees will be assessed and charged to accounts after the meet.

REFUNDS: There are no refunds made to those who commit to a meet and choose not to participate in that meet, regardless of reason. Participating or not, the swimmer/guardian is responsible for the entry fees and will be invoiced accordingly. ECCC prepays all entry fees and fees cannot be refunded once entries are submitted. To be clear, you are charged for everything you are entered in; scratched events will not be refunded, coach-added events will not be refunded.

### Meet Attendance

Each hosted meet contains a meet details form that contains all information specific to the competition. This includes event location, accommodations if needed, session times, etc. As the venue date approaches sometimes meets hosts find it necessary to update session times. All those changes will be communicated in the TeamUnify Meet File as well as team email communications.

It is important to leave extra travel time on meet days. You should plan for unexpected delays related to traffic, detours, parking, and longer walks to the natatoriums. Swimmers need to arrive in time for the session warm up. If a swimmer does not make the appropriate warm up session; they may not compete that day. This is a decision made by only the Head Coach.

### Outside Meet Attendance

Each year, ECCC will post a schedule of swim meets the team plans on entering/attending for the current swim season. If you do not see a meet listed on that schedule, ECCC is not attending the meet as a team.

Permission from ECCC's Head Coach must be obtained before attending a meet that is not on the team's meet schedule. Please note, even with approval, ECCC will not process entries or results for meets that ECCC is not attending as a team. We also will not be sending a coach to meets that are not team attended events.

ECCC has selected the meets on our team schedule to maximize our training for peak competitive performances throughout the year. As such, ECCC will rarely recommend swimmers attending meets outside of the team meet schedule.

### Meet Gear

All swimmers should plan on bringing the following with them on the day of a swim meet:

- Several towels
- Goggles appropriate for the venue (tinted for outdoor competition)
  - At least 2 pair so your swimmer has a spare

- Team swim caps
  - At least 2 so your swimmer has a spare
- Team competition suit
  - Swimmers should arrive on deck dressed ready to swim
- Warm up suits, sweats, and/or parkas
  - Pool decks can sometimes be drafty; swimmers should be able to keep warm in between events
- Warm shoes/flip flops
- Hydration; several bottles of water or sport drinks
- Nutritious snacks; small serving sizes are best for swimmers to eat in between events
- Bag chair for deck seating; this is venue specific and will be detailed with warm up instructions
- Change of clothes for when the competition is over

### Volunteering

Volunteers are always needed at meets, but not always required unless:

- Requested by the meet host to support the venue.
- ECCC is the host club of a meet.
- Your swimmer qualifies championship or elite meets. In those cases, parents from each session are likely required to fill jobs specified by the meet host.
- Swimming distance events, such as the 400 free, 500 free, 400 IM or mile. Swimmers will most likely be asked to provide both a timer and a counter for the event. Please be aware of this and make arrangements in advance. See the coaches if you are unable to fulfill this requirement.

If ECCC cannot meet volunteer requirements at meets, the team will not be able to compete and no refunds for meets fees will be made.

All volunteers of any ECCC hosted function are required to review and agree to the terms of the Minor Athlete Abuse Prevention Policy (MAAPP). Written agreement is a condition of service with the ECCC Swim Team.

## **Team Travel Policy**

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. 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.

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

## Section 1 - USA Swimming Required Policies

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- C. 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). (305.5.A)
- D. 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. (305.5C)

## Section 2

- A. 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.
- B. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- C. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- D. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- E. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- F. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal 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 or Authorization to Treat Form for each athlete.
- I. Curfews 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 which the team has gathered without the permission/knowledge of the coach or chaperone.
- M. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- 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**

The following, organized by topic, is a bullet-point list of additional travel policies for consideration. These policies will be utilized and based on their individual preferences and needs for each team travel situation.

#### *Safety*

- A. Additional guidelines to be established as needed by the coaches;
- B. Supervised team room provided for relaxation and recreation;
- C. Respect the privacy of each other;
- D. Only use hotel rooms with interior entrances; and
- E. Must wear seat belts and remain seated in vehicles;

#### *Behavior*

- A. Be quiet and respect the rights of teammates and others in hotel;
- B. Be prompt and on time;
- C. Develop cell phone usage guidelines;
- D. Develop computer use guidelines including social media;
- E. Respect travel vehicles;
- F. Establish travel dress code;
- G. Use appropriate behavior in public facilities;
- H. Establish two different curfews – in own rooms and lights out;
- I. Must stay in assigned hotel room; and
- J. Needs and wellbeing of the team come first.

#### *Financial*

- A. No room service without permission;
- B. Swimmers responsible for all incidental charges;
- C. Swimmers responsible for any damages or thievery at hotel;
- D. Must participate in contracted group meals; and
- E. Communicate travel reimbursement information and policies.

### *General*

- A. Establish fair trip eligibility requirements;
- B. Establish age guidelines for travel trips;
- C. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- D. Requirements for families to attend "Team Travel Meets."

### **Code of Conduct / Honor Code**

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this team policy guide constitutes unconditional agreement to comply with the stipulations of these policies contained within.

### **CONDUCT**

- A. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- B. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- C. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- D. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- E. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- F. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the (NAME OF CLUB). Athlete behavior must positively reflect the high standards of the club (or LSC).
- G. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- H. Swimmers are to refrain from the use of inappropriate language.

### **DISCIPLINE**

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action.

Such discipline may include, but may not be limited to:

- 1. Dismissal from the trip and immediate return home at the athlete's expense;\
- 2. Disqualification from one or more events, or all events of competition;
- 3. Disqualification from future team travel meets;
- 4. Financial penalties;
- 5. Dismissal from the team; and/or
- 6. Proceedings for a LSC or USA Swimming National Board of Review.

# Team Policy Guide Acknowledgment

As a member of the East Coast C-Cerpants Swim Team you are responsible for the review of the policies contained in the ECCC Team Policy Guide. We ask parents to review policies with their swimmers to ensure understanding. The policy in this guide serve as behavior guidelines that the East Coast C-Cerpants expect all members to demonstrate and uphold (both family and swimmer). These guidelines are in addition to those observed and adopted through your membership with USA Swimming.

Signature below serves as an acknowledgment for receipt of the ECCC Team Policy Guide (Version 3/June 2019). A signature on this team policy guide constitutes unconditional agreement & acceptance to comply with the stipulations of these policies contained within. ECCC asks for acknowledgment by each swimmer registered in the program, as well as well as their parents/legal guardians.

Swimmer	Date
Swimmer	Date
Swimmer	Date
Swimmer	Date
Parent/Guardian	Date
Parent/Guardian	Date

**Swimmer(s) will not be permitted to practice or compete without this completed form on file.**