



Newtown Athletic Club

NAC Sharks Swim Team

2022-2023 Team Handbook

“A Commitment to Foundational Excellence and Continuous Improvement”

www.nacswimteam.com



@nac_swimming

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TEAM OVERVIEW

The NAC Swim Team is a technique-focused USA Swim Team competing in the Middle Atlantic (MA) Local Swimming Committee (LSC). The team is led by ASCA and USA-certified coaches and supported by NAC Aquatics and parent volunteers as needed.

Mission & Vision

The value statement of the Newtown Athletic Club is to make lives better by creating the ultimate recreational, social, and healthy lifestyle experience for our members and community.

The mission of the NAC Swim Team is to strive for continual improvement in swimming by focusing on the foundation—love of swimming, technical skills, progressive goal setting, and inner determination—in a safe, healthy, positive, and fun environment.

The vision of the NAC Swim Team is to create well-rounded swimmers who are not only competitive in their sport but also demonstrate sound character, dedication, technical excellence, and sportsmanship. This will be obtained by first establishing a love for the sport and pride in the team, then adopting a process-based approach to swim technique and strategic progressive goal setting to reach competitive greatness.

Team Philosophy: Key Principles

- **Continuous improvement:** Strive for progress, not perfection. Each person progresses as his or her own rate, but all swimmers should seize the opportunity to learn and improve each day and support their teammates in doing the same.
- **Building good technical habits at the foundational level:** Swimming is a technique-limited sport, and doing things correctly—over doing them quickly or for a long time—is the top priority. The coaching staff and swimmers work together on this goal, which requires attention to detail and focus on both sides. Quality always bests quantity (no “garbage yardage”).
- **Resiliency and respect for the process:** Swimming is a lifelong sport, and early success doesn't necessarily correlate with later success. If swimmers trust in the process, learn the correct ways to swim, and engage in progressive goal setting, they will be more successful in the future. We do not push kids to burn out. Struggle is part of the process, and each race and practice present opportunities to learn life lessons and practice resiliency.

TEAM TRAINING GROUPS & INFORMATION

The NAC Swim Team will be divided into 5 competitive groups, all of which will be expected to attend practice regularly and compete in appropriate meets. We will also have 2 developmental groups with optional meet requirements. The group criteria are based upon best practices for swimmer development, and technique will be taught with a cohesive step-by-step approach that allows for foundational, strategic learning. The groups are based primarily on ability and practice maturity (i.e., ability to listen, make corrections, and follow directions).

Competitive Teams

In general, the age groupings defined below will be followed, with deviations at coach's discretion. If you have a question about your swimmer's group, please reach out to coachkristennac@gmail.com.

Our team offers 5 competitive levels and 2 developmental levels. Swimmers are required to compete in meets as appropriate (limited in developmental groups); for more detailed information on group competition requirements, please see the online handbook.

Swimmers will not be placed in Juniors or Seniors without lead coach recommendation. For information on moving between groups, please visit the drop-down on the NAC Swimming website.

Age Group 1 (10 & under): Swimmers in this group should be legal in a minimum 3 of 4 strokes and have previous competitive swimming experience or NAC Developmental Team experience. *Practices will be 90% technique and skills/10% conditioning.*

- Weekly practices: 3 x 45 min in water; 2 x 25 min dryland
- Recommended minimum attendance: 2 of 3 practices
- Meet requirements: In-house, at least 2 USA Mini/Developmental/ABBC meets as appropriate, optional championships if qualified or alternate end-of-season in-house meet

Age Group 2 (Ages 9-12): Swimmers in this group should be able to complete 100m freestyle, 100m IM, 100m backstroke, 50m breaststroke, and 50m butterfly. They must be 95% legal in all strokes and understand proper starts and turns, including a commitment to flip turns and correct open turns during practice sets. Swimmers have previous competitive swimming experience. *Practices will be 80% technique and skills/20% conditioning.*

- Weekly practices: 3 x 60 min in water; 2 x 30 min dryland
- Recommended minimum attendance: 2 of 3 practices
- Meet requirements: In-house, minimum 2 USA Mini/Developmental/ABBC meets, plus championships if qualified (9 & over) or alternate end-of-season in-house meet

Age Group 3 (Ages 10-13): Swimmers in this group should be able to complete 200m freestyle, 100m IM, 100m backstroke, 100m breaststroke, and 50m butterfly. They must be 95% legal in all strokes and turns and able to follow simple sets using the pace clock. Swimmers have multiple seasons of previous competitive swimming experience. *Practices will be 70% technique and skills/30% conditioning.*

- Weekly practices: 4 x 60 min in water; 2 x 30 min dryland
- Recommended minimum attendance: 3 of 4 practices
- Meet requirements: In-house, minimum 2-3 USA Developmental/ABBC meets, must attend highest qualified championships at LSC level (or alternate end-of-season in-house meet if not qualified for LSC championships-- note this is not a replacement for LSC championships)

Junior (Ages 13 & over + 11-12s with USA "B" Times): Swimmers in this group should be able to complete 200m freestyle, 200 IM, 200m backstroke, 100m breaststroke, and 100m butterfly while executing proper starts and turns. They have competitive swim experience with demonstrated practice maturity but are not yet ready to train in the senior group. *Practices will be 50% technique and skills/50% conditioning.*

- Weekly practices: 4 x 75 min in water; 2 x 35 min dryland
- Recommended minimum attendance: 3 of 4 practices
- Meet requirements: In-house, minimum 2-3 USA Developmental/ABBC meets including holiday focus

meet, must attend highest qualified championships at LSC level (or alternate end-of-season in-house meet if not qualified for LSC championships-- note this is not a replacement for LSC championships)

Senior (Ages 13 & over with USA “BB”/13-14 MA Silvers times + 11-12s with USA “A” Times): This group is for swimmers who require more advanced training opportunities to prepare for higher level competition (USA Silvers, JOs, senior-level competitions). Swimmers in this group must be able to complete 10 x 100m FR on 1:35, 10 x 100m IM on 1:45, and follow complex drills and sets with minimal instruction. All swimmers should be able to race a 50y FR under 30, a 100y FR under 1:06, and a 200y IM under 2:45. *Practices will be 25% technique and skills/75% conditioning.*

- Weekly practices: 4 x 90 and 1 x 120 min in water; 3 x 35 min dryland
- Recommended minimum attendance (non-HS): 3-4 of 5 practices
- Meet requirements: In-house, minimum 3-4 USA meets including Holiday focus meet, must attend highest qualified championships at LSC level

Developmental Teams

Both developmental teams are similar in ability (divided only by age) and designed for our “true beginner” swimmers who have an interest in swimming competitively but are still learning all 4 strokes, starts, and turns. For this group, we provide in-water practices only.

Developmental 1 is for swimmers 6-8. *Weekly practices: 2 x 45 min*

Developmental 2 is for swimmers 9 & over. *Weekly practices: 2 x 45 min*

Developmental swimmers may attend in-house meets, applicable dual meets, and non-USA meets as appropriate. At coaches’ discretion, a developmental swimmer may USA register and compete in non-championship meets (if you are interested in doing so, please reach out to Coach Melissa).

Additional Team Information

“Dryland” Training at Parisi Speed School: For parents new to the swimming world, any workout related to your swimming that is not pool-based is termed “dryland.” At NAC, we have unique access to trained instructors from the Parisi Speed School, who are well qualified to run our out-of-water training. As members of the swim team, swimmers are accessing this training at a deep discount as part of their team fees. Dryland listed on the swim schedule is specific for your child’s group and is a key component of their training regimen. Swimmers participating in other sports may be excused from dryland, but please note that there are no refunds of team fees if a swimmer chooses not to attend (just like there wouldn’t be for missed pool practices).

High School Option: Swimmers who will practice and compete primarily with their high schools may pay a discounted rate for the December and January installments. This option recognizes that swimmers competing with a high school team are unable to attend all NAC Swim Team practices due to scheduling. This option allows HS swimmers to focus on their high school season while remaining committed to well-rounded success in the sport.

Often, HS programs focus more on conditioning for specialized events (mainly sprints) without much technical work. This can result in a deterioration of skills. By coming to practices weekly, HS swimmers can make sure their technique is still consistent. Additional meet opportunities may allow for HS swimmers to branch out from their HS event specializations and gain racing feedback from NAC coaches. In turn, continued involvement of our HS athletes provides leadership for the younger athletes.

TEAM POLICIES

Please review all team policies in detail and reach out to the swim team staff with any questions. Signing the handbook acknowledgement, registering for the team, and attending meets and practices indicates understanding of all policies below.

Team Fees, Billing, & Commitment

Pricing

All swimmers (regardless of group level) must pay a \$169 per swimmer registration fee (\$319 for returners who commit after 8/20) that covers administration fee, team t-shirt, team caps, and other miscellaneous fees.^a

- **Returning Swimmers:** We need to know if you are returning so we know how many new swimmers to take! Pay \$169 if you register by 8/20, or \$319 on or after 8/22 (space not guaranteed after 8/20)
- **New Swimmers:** Registration will open for you, space permitting by group, on 8/22. Because new families cannot register before 8/20, they will pay the \$169
- Registration will be closed on 8/21 so that we can place registered swimmers and determine how many newcomers we can take

All group registrations are first come, first serve. We have turned swimmers away the last two seasons.

NEW THIS YEAR—All swimmers 12 and over receive complimentary youth NAC membership during the season!^b

Group	Team Fees ^c	Installments (4) ^d	Group	Team Fees ^c	Installments (4) ^d
Senior (non-HS)	\$1676	\$419	Age Group 2	\$1156	\$289
Senior (HS) ^e	\$1256	\$419 x 2; \$209 x 2	Age Group 1	\$956	\$239
Junior	\$1356	\$339	Developmental 2	\$716	\$179
Age Group 3	\$1236	\$309	Developmental 1	\$716	\$179

^aDue to changes in the USA Swimming registration process for 2023, USA registration will be separate. New swimmers are required to purchase a team warmup jacket which will be a separate fee; returners who want a new jacket may order one at that time.

^bIf your swimmer is currently a youth or full family member (regardless of age), we will contact you to adjust fees.

^cDoes not include sibling discount (first swimmer at regular rate; 10% off lower group(s) price) or any other applicable discounts.

^dBilled from credit card on file on Oct 1, Nov 1, Dec 1, Jan 1. Families with financial hardship who cannot pay full installment prices should reach out to swim team staff.

^eFor swimmers competing on a high school team. No limitation on number of practices attended with NAC; however, pricing considers that swimmers will be unable to attend NAC practices full time due to high school swim team commitments. Full installments for Oct 1 and Nov 1; half installments for Dec 1 and Jan 1.

Registration and payment of program deposit indicates agreement to pay program fees through duration of team season (March 16, 2023 or latest qualified meet); refunds and program releases will be given only for medical reasons or at coach/aquatics department discretion. The program deposit is non-refundable regardless of reason, even a swimmer drops before the season starts on September 19, 2022. If there are unforeseen circumstances that may result in an approved program drop, families must notify swim team staff at least 14 days before the next scheduled installment payment to avoid having that payment processed. Lastly, failure to abide by the code of conduct may result in program dismissal at any time without refund of previously paid team fees.

Meet fees (fees charged by the host team that can vary depending on meet and events swum) are not included in team fees and will be charged separately following the meet. See Meet Attendance section for more information.

We require that a current credit card always be kept on file; if there are any billing issue with a credit card, we ask that you resolve them within one week. Failure to resolve billing issues promptly may result in your swimmer not being able to participate in a practice or meet.

Required Equipment:

Families are responsible for purchasing required equipment. Swimmers need to have all their equipment at practice, including working goggles and appropriate attire, to participate and learn. Girls must be in a one-piece suit with straps that cross or meet in the back. Any swimmer (boy or girl) whose hair can cover eyes when wet must wear a swim cap. We suggest that your swimmer always has a backup cap and pair of goggles.

Required equipment is as follows:

	Group		
	Developmental & AG1	AG2 & AG3	Junior & Senior
Mesh Bag	X	X	X
Kickboard ^a	X	X	X
Long Fins ^b	X	X	X
Pull Bouy ^a	X	X	X
Water Bottle	X	X	X
Snorkel ^c		X	X
Paddles ^d			X
PowerBags ^e			X

^aJunior size recommended for swimmers under 75lbs

^bOrder by shoe size (unisex; females may need to size down 2 sizes). These should be rubber swim fins, not snorkeling or scuba fins (which are made of stiffer material).

^cCenter-mount swimmers snorkel, like ONE Swim snorkel, FINIS Glide or Swimmer's Snorkel, Speedo Bullethead or similar.

^dFINIS Agility, Speedo PowerPlus or similar

^eMales over 13 and females over 15 should order PB40s; everyone else should order PB25s

When purchasing swim equipment, we ask that you use the SwimOutlet store through the Newtown Athletic Club account (www.swimoutlet.com/newtownathletic) and/or the ONE (SwimmersBest) portal on our team website at www.swimmersbest.com/nac-sharks. Don't forget to enter NACSHARKS at checkout for your discounted rate at ONE SWIM, and make sure you can see the blue banner at the top of the page on Swim Outlet (it should indicate that you are shopping through "Newtown Athletic Club Sharks" affiliate account). Please use these links because we earn credits for the team.

Preparedness Policy: If your swimmer shows up unprepared or missing equipment for 3 consecutive practices, the coaching staff will send you an email about plans for replacement. At that time, you can elect for the team to purchase the additional equipment and receive the charge to your account OR you can give the coaches an estimated date for when the swimmer will have new equipment. If you do not reply to the email within 3 days, or the swimmer shows up unprepared or missing equipment for 2 practices beyond the estimated date, we will automatically purchase any required equipment and charge your account.

Swimmers who are unprepared for practice may be asked to sit out if they cannot fully participate. Because we know that things happen, swimmers who do not have their equipment can check in the swim team office for extras to borrow; however, they must do this independently before coming on deck and should not expect a coach to come off deck to help them find equipment. Additionally, we do not guarantee we will have backup equipment for swimmers. Swimmers and families who continually disrespect the preparedness policy may be dismissed from the team.

Practice & Meet Attendance

Practice Attendance: Our team does not have a formal attendance policy—we also want to ensure that swimming does not place unnecessary burden on families, schoolwork, other sports/commitments, or simply being a kid! However, we also believe that swimmers get out what they put in, which is why we have provided recommendations for practice attendance alongside group descriptions on pages 3-4.

Skill building occurs in steps, and training groups will progress based on how quickly regular practice attendees are learning skills. In extreme situations where a swimmer misses too much practice and falls behind the rest of

the group, the coaching staff may discuss moving down a group if the group below has room.

Swimmers who attend less than the recommended number of practices or meets for their respective groups may not be guaranteed placement for future seasons or clinics or asked to try out again.

Meet Requirements: Swim team is not swim lessons—one of the reasons we are a “team” is to compete together! Swim meets are a great way to gauge improvement and apply racing skills. Attending swim meets also allows swimmers exposure to other area athletes and builds team spirit.

All swimmers enrolled on the team are expected to compete in meets as listed alongside group descriptions on pages 3-4.

This is so that the coaching staff can direct attention and efforts appropriately.

While no specific meet is mandatory, we have requirements that each competitive swimmer participate in meets as outlined on pages 3-4. Developmentals are not required to attend meets but may do so at coaches' discretion. Please note that the coaching staff will carefully select developmentally appropriate meets; there should be no need to be concerned about a child being “fast enough” to compete. Progress in youth sports occurs when kids operate at the edge of their comfort zone, and building resiliency is a great life lesson. Participating in meets aligns with team goals of continuous improvement in a supportive environment. *Regardless of your level, all swimmers should plan to compete this year (if Age Group, Junior, or Senior) or next year (if Developmental)—if your swimmer is not interested in competition in any way, we do not recommend signing up for our team.*

Before each meet, please log into Team Unify and commit by the deadline so that the coaches can send the correct meet entries. Occasionally, meet entries will be coordinated via email. This meet policy will be adapted as needed, pending the availability of meets. Once the final check for the meet is cut (usually at least 1-2 weeks before the meet), we cannot refund meet fees. Unfortunately, this includes day-of-meet scratches or sickness.

Most meets will be opt-in; however, there will be some where we automatically enter anyone who does not opt-out. See the Team Unify events page for more information.

Parent Volunteer Requirements: For any team to be successful, it must rely on parent involvement. All NAC families are expected to volunteer at meets to spread the workload, so it doesn't fall on a few overextended families.

While we do not have a formal parent volunteer policy, you should assume that if your swimmer is entered in a meet (including prelims and/or finals), you should be available to volunteer or be assigned a job. If you are unavailable to volunteer at a meet (eg, your swimmer is carpooling with another swimmer), please indicate that at the time of meet commitment in Team Unify or follow up with Coach Kristen no later than 48 hours before the meet. Repeated failure to volunteer at meets may result from your swimmer being scratched from future meets. Most volunteer jobs will be timing; anyone interested in becoming a certified official or learning other jobs should reach out to Charlene. Families with special circumstances can reach out to the NAC swim team staff directly.

BEHAVIORAL POLICIES (SWIMMER)

At Practice:

- **Be on time.** Swimmers should be on time for practice. Swimmers may miss important warmup or drill instruction if they are late. Swimmers should be dropped off a minimum of 5-7 minutes before practice to make it to the pool deck on time. If swimmers are late, they should hustle upon arrival to minimize the amount of practice time missed.
- **Be ready to focus.** Swimmers will always outnumber coaches on the deck. Please be ready to listen and complete the practice as designed. This includes not talking while the coach is talking so that everyone has the opportunity to learn.

- **Be prepared.** Come to practice with all of the required equipment so that you can fully participate! This includes water bottles, proper suits, caps, and goggles. You may not wear a cap from another NJ or MA USA team or SAL team during practice. See the equipment policy for preparedness.
- **Follow basic lane rules to ensure safety.** Unless specifically told otherwise, swimmers should follow basic lane etiquette, including circle swimming, finishing sets to the wall, passing appropriately, and listening to all instructions. Failure to follow coach instructions has a ripple effect throughout the lane—don't ruin anyone else's practice!
- **Have the right attitude.** Strive for improvement and do not cheat. The team's goal is to be continuously improving. Perform all practice components as instructed. Cheating at practice will only hurt yourself and bring down others on the team. You are already at practice—do not waste the opportunity to learn something.

At Meets:

Swimmers and parents should arrive by the designated check in time or communicate via GroupMe if they are running late. Failure to arrive at a meet on time may result in a swimmer being "scratched" from the meet (taken out of their events). Last-minute sickness should be communicated via email. Note that parents are still responsible for meet fees resulting from day-of scratches.

During the meet, swimmers must always stay in the team area unless they receive a coach's OK to leave for short purposes. This ensures that we can easily track swimmers and that no one misses their event.

Swimmers must demonstrate appropriate sportsmanship and respect for officials, meet workers, and other swimmers. After completing a swim, they must ask for their time and report back to a coach for feedback before going to see parents, getting food, cooling down, etc. Post-race feedback is important for swimmer development. If there is a warm-up/cool-down area, it is expected that swimmers use the area appropriately. Mid-meet warm-up/cool-down is required for all swimmers in the Senior group and highly recommended as appropriate for swimmers in Junior and AG3.

All races must be swum in a NAC cap, regardless of gender or hair length. If a swimmer forgets a cap, they will be provided with one by a coach and the family account will be charged. Swimmers must wear a solid black or blue suit. 11 & over swimmers wishing to wear "tech" suits above Speedo Aquablade/TYR Fusion must discuss with a coach in advance (suits beyond this level are not permitted for swimmers under 11). We do not permit apparel from other teams at meets, even t-shirts, shorts, and jackets. Swimmers should do their best to wear team t-shirts or other NAC apparel to USA meets.

BEHAVIORAL POLICIES (PARENTS)

At Practice:

Please do your best to get your swimmer to practice on time and make sure they have their equipment. During practice, we cannot have you in the swimmer changing areas (family locker room and Aquatics offices—limited time in the Aquatics office if working with Charlene is permitted, although this should be kept to the swim team office). At no time are parents allowed on deck during practice unless requested by a coach.

Please wait at the end of the hallway by the basketball courts if you are waiting inside for your swimmers. Practices are observable from the upstairs viewing area. We ask that you stay clear of the swim lesson observation area during practice as this area gets very crowded.

Additionally, please do not try to speak to coaches while there is a practice going on, unless a conversation is initiated by the coach. Many of our coaches are responsible for back-to-back practices, and we cannot come off deck for a parent conversation. Even if your practice is the final one for the evening, please understand that our coaches have other commitments and may be unable to stay. If you need to meet with a coach, please send an

email to schedule a time to talk, either in person or by phone. Charlene is available during select practices for drop-in questions.

At Meets:

Please keep in mind that you are representing NAC Swimming as well! Many meets require last minute volunteers, and we will get invited to more meets if our parents are eager and willing. Additionally, please demonstrate good sportsmanship, support all NAC Swimmers (not just your own), and be respectful of other teams attending. Please see additional information under the swimmer section about arrival times.

TEAM COMMUNICATION

Team Website:

Most of the information that you'll need day-to-day is on our team website run through Team Unify, www.nacswimteam.com. This will include practice and event schedules, sign ups, a news archive, applicable team policies, and other valuable team information. Team Unify will have a log-in where you can access information about your child(ren) and commit for events.

Email as a Primary Form of Communication:

Email is the primary form of communication for our team, and parents/guardians are expected to provide an email address that will be checked regularly. We will send out any team updates through the Team Unify platform and contact you directly through email for anything pertaining specifically to your child. The swim team staff will send out a weekly newsletter detailing any applicable team news. If you are not getting an email from us at least weekly, please check your spam folder and reach out to Charlene.

GroupMe Chats:

We will also have a few "GroupMe" chats for quick communication within each training group. Here, you can ask questions that may be useful for the whole group and/or let coaches know if you are running late to a meet. However, GroupMe should not be treated as a replacement for text messages, and direct messages to coaches or staff should be minimized. We ask that at least one parent or guardian is included in these chats and has push notifications enabled. Based on USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP; see p10-15), we will not be allowing swimmers to participate in GroupMe chats. GroupMe does have a functionality for direct messaging with coaches, and the MAAPP policy prohibits any electronic communication between coaches and swimmers without a parent or guardian copied.

Contacting Team Staff:

The best way to get in touch with the swim team staff is email. Charlene should be the first point of contact for any swim team emails; her address is swimteam@newtownathletic.com. She will forward emails to Coach Kristen as appropriate. You may email Coach Kristen (CoachKristenNAC@gmail.com) with specifics about your child's swimming progress, practice, behavior, etc. Anything else should go directly to Charlene; this set up will allow the coaching staff to focus on coaching rather than administrative work.

Team Social Media Use:

Many of our meets, practices, and social events will be documented on Instagram, which can promote excitement about what the team is doing. Swimmers may follow the club Instagram account, but per USA Swimming Safe Sport MAAPP (see pages 10-15), we cannot follow swimmer's accounts back. If you do not want your child to be featured on the club Instagram account, please indicate that on the Photographic and Audio/Visual release form during online registration (copy included on p18).

A Note from the NAC Swim Team Staff: Some situations discussed in the policy below do not apply to our team; however, as a USA-sanctioned team, we are required to include this document, word-for-word from the USA Swimming Website, in full.

MINOR ATHLETE ABUSE PREVENTION POLICY

The following pages present USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP), required guidelines for any USA-sanctioned club.

This Policy Applies to:

In-Program Contact: Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport- related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

General Requirement

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

Definitions:

- **Athlete:** A USA Swimming athlete member.
- **Authority:** When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).
- **Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.
- **Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.
- **Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text- messaging and social media.
- **Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA

Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

- **In-Program**: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Contact**: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport- related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Massage**: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Travel**: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **Massage**: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- **Minor Athlete**: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Exceptions

(Note: Exceptions apply only where specified)

- **Close-In-Age Exception**: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:
 - The Adult Participant has no authority over the Minor Athlete; and
 - The Adult Participant is not more than four years older than the Minor Athlete.
- **Dual Relationship Exception**: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

One-on-One Interactions

- I. **Observable and Interruptible**: All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or

- c. When the Close-In-Age Exception applies.

Meetings and Individual Training Sessions

- I. Meetings
 - a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
 - b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.
- II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers: If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
 - a. The door remains unlocked;
 - b. Another adult is present at the facility;
 - c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
 - d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
 - e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.
- III. Individual Training Sessions
 - a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
 - b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the NAC Swim Team, which can be withdrawn at any time.
 - c. Parents/legal guardians must be allowed to observe the individual training session.

Electronic Communications

- I. Content: All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.
- II. Open and Transparent
 - a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
 - b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
 - iv. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
- III. Requests to Discontinue: Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be

contacted via electronic communication, or included in any social media post, absent emergency circumstances.

- IV. Hours: Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.
- V. Prohibited Electronic Communication
 - a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” the Organization’s official page.
 - b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
 - c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.

In-Program Travel and Lodging

- I. Transportation
 - a. During In-Program Travel, observable and interruptible environments must be maintained.
 - b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
 - c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.
 - d. Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.
- II. Lodging
 - a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
 - b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
 - c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
 - d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement.
 - e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.
- III. Written Consent: A Minor Athlete’s parent/legal guardian must provide written consent, at least annually, for all In- Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.
- IV. Meetings
 - a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
 - b. Meetings must not be conducted in an Adult Participant or athlete’s hotel room or other overnight

lodging location during In-Program Travel.

Locker Rooms and Changing Areas

- I. Requirement to Use Locker Room or Changing Area: The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Observable and Interruptible: All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
 - a. In emergency circumstances;
 - b. A Dual Relationship exists; and/or
 - c. The Close-In-Age exception applies.
- III. Private or Semi-Private Space for Minor Athletes: The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.
- IV. Use of Recording Devices: Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.
- V. Undress: Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- VI. Showers
 - a. Adult Participants must not shower with Minor Athletes unless:
 - b. The Adult Participant meets the Close-in-Age Exception; and/or
 - c. The shower is part of a pre- or post-activity rinse while wearing swimwear.
 - d. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.
- VII. Monitoring: The Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - e. Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.
- VIII. Parents/legal guardians in Locker Rooms or Changing Areas: If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

Massages, Rubdowns, and Athletic Training Modalities

- I. General Requirement: Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- II. Additional Minor Athlete Requirements
 - a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.

- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

For more information on MAAPP, visit <https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy> and see the dropdowns under the "SafeSport" tab of our website

WAIVERS & HANDBOOK ACKNOWLEDGEMENTS (INCLUDED WITH ONLINE REGISTRATION)

Liability & Medical Release (Newtown Athletic Club)

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 **Newtown Athletic Club** 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 **Newtown Athletic Club** 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 **Newtown Athletic Club** 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. I understand that all use of the **Newtown Athletic Club** shall be undertaken at my child(ren)'s sole risk, and that the Club's owners, managers and employees shall not be liable for any damages, injuries, or COVID-19 exposure to any member or guest, or be subject to any claim or demand whatsoever.

COVID-19 Release (USA Swimming)

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned practices and events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event or practice, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19. By attending or participating in USA Swimming practices and meets, you voluntarily assume all risks associated with exposure to COVID-19 and forever release and hold harmless USA Swimming, the Middle Atlantic LSC, the Eastern Zone, and each of their officers, directors, agents, employees or other representatives from any liability or claims including for personal injuries, death, disease, or property losses, or any other loss, including but not limited to claims of negligence and give up any claims you may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with exposure, infection, and/or spread of COVID-19 related to participation in practices or competitions with a USA Swimming sanctioned club.

CODE OF CONDUCT: Athletes

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. **Please review this code with your athlete(s) and indicate their agreement with the components below.**

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend team meetings and training sessions as required, unless I am excused by my coach or physician.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.

- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's leadership.

ANTI-BULLYING POLICY: Athletes

Bullying of any kind is unacceptable at the NAC Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The NAC Swim Team 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, parent or NAC staff member. The NAC Swim Team takes bullying seriously and you as parents and swimmers can be assured that you will be supported when bullying is reported.

As defined by USA Swimming, bullying is:

The severe or repeated use by one or more athletes of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- *Causing physical or emotional harm to the other member or damage to the other member's property*
- *Placing the other member in a reasonable fear of harm to himself/herself or of damage to his/her property*
- *Creating a hostile environment for another person/ athlete*
- *Infringing on the rights of another person/ athlete*
- *Materially and substantially disrupting the training process or the orderly operation of any activity, i.e. practices, workouts, meets, team events, etc.*

*****Consequences for bullying are the same as an infraction of the code of conduct*****

CODE OF CONDUCT: Parents

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

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to NAC Swim Team Staff then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action determined by the swim club's leadership.

Minor Athlete Abuse Prevention Policy

I acknowledge that I have received, read, and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with the NAC Swim Team.

Photographic and Audio-Visual Release Consent Form

NAC Swim Team may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership on our team. All photos will be taken and published in line with the club policy available at www.nacswimteam.com. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed or videoed.

Photographs and video may be taken for use on the club's website, inclusion with newspaper articles, posting on club Instagram, and video for training purposes.

If you are providing full consent, please indicate agreement here. If there are stipulations about the types of photos and videos you are permitting and their use, please decline and email details to swimteam@newtownathletic.com.

Good Faith Registration Commitment & Financial Policy

- I understand that by completing registration and providing a deposit, I am committing to the full season with NAC Swim Team through March 2023.
- I understand that I am expected to pay the full season amount (with applicable discounts as outlined in the handbook and team information), and that program releases will be granted for medical reasons only at the discretion of the NAC Aquatics department.
- I understand that the deposit is non-refundable regardless of reason, even if we drop before the season starts on September 19, 2022.
- I understand that if there are unforeseen circumstances that may result in an approved program drop, I must notify swim team staff at least 14 days before the next scheduled installment payment to avoid having that payment processed.
- I understand that failure to abide by the code of conduct may result in program dismissal at any time without refund of previously paid team fees.
- I understand that fees for events swum at meets are not included in team fees.
- I understand that I am required to have an active credit card on file for payment charging, and that failure to update credit card information may result in my child being unable to participate in practices and meets.
- I understand that if I have financial hardship or need an alternate payment plan, I should reach out to the NAC Swim Team staff directly.

Handbook Acknowledgement

We are pleased you've decided to join the NAC Swim Team. The handbook outlines important information for swimmers and parents. Please ensure that your swimmer understands all of the requirements outlined below.

- I acknowledge that it is the responsibility of the parent/guardian to have regularly scheduled physicals for their swimmers and to communicate any and all relevant medical and behavioral conditions/issues (including preexisting) in their health records immediately to the lead coach and/or head coach in written format, including email.
- I acknowledge that the swimmer is not currently representing any other USA or YMCA Swimming team (summer league and school teams are allowed)
- I acknowledge that failure to pay fees or penalties will result in the swimmer(s) associated with the account being prohibited from entering swim meets and registering for future sessions, until paid in full.
- I acknowledge that the swimmer's birthdate is correct.
- I acknowledge that the primary email address in the Team Unify system (team website) will be used for communications. It is the parent/guardian's responsibility to ensure that contact information is correct and up to date at all times, and does not filter to a spam inbox.
- I acknowledge that a phone number has been provided in the GroupMe app for quick team communication, and I will check the chat for my swimmer(s)' group(s) frequently. I understand that if I do not download the app or reply to messages, GroupMe will remove my name from the chat and I will miss information.
- As a parent, I will read and respond to team emails as appropriate with the understanding that email is the primary form of communication for the NAC Swim Team. As a swimmer, I will follow up with my parent if a NAC Swim Team staff member asks me to.
- As a parent, if I have a question, I will first check team communications, the team handbook, and the team website for answers before reaching out to a coach or team administrator individually.
- I understand the meet attendance requirements for my swimmer's group and am registering with the good faith commitment to attend the recommended number of meets.
- I understand that it is my responsibility to purchase equipment for my swimmer, and I have read the equipment policy in the handbook. My swimmer understands what to do if they forget equipment in a practice.
- I acknowledge and agree to adhere to the team policies and associated guidelines in the team handbook.
- I acknowledge receipt of and understanding of the NAC Swim Team Handbook, which is available at all times on www.nacswimteam.com and in hard copy in the Aquatics office. I acknowledge that I have read this handbook, and I accept full responsibility for familiarizing myself with the entire contents of the handbook.