



2022-2023

Team Handbook

[www.arenaclubaquatics.com](http://www.arenaclubaquatics.com)

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Table of Contents

Introduction ..... 6

Mission Statement, Vision, & Philosophy ..... 6

    Mission Statement ..... 6

    Vision..... 6

    Philosophy..... 6

        Team Philosophy..... 6

        Training Philosophy..... 6

        Team Structure ..... 6

        Teamwork ..... 6

        Coaching..... 7

        The Athlete / Swimmer..... 7

Communication..... 8

    ACA Website ..... 8

    Emails..... 8

    Facebooks ..... 8

    Bulletin Boards..... 8

    Written..... 8

    Team Handbook..... 8

    Communicating with Coaches ..... 8

    Grievances..... 9

    Swimmer, Parent, and Coach..... 9

Parent Board ..... 10

    ACA Fund..... 10

    ACA Outreach Fund..... 10

Websites ..... 11

    Arena Club Aquatics..... 11

    Maryland Swimming..... 11

    USA Swimming..... 11

    Swim Swam..... 11

Mobile Apps ..... 12

    Meet Mobile ..... 12

    DeckPass ..... 12

    OnDeck Parent..... 12



Time Standards ..... 12

Safe Sport..... 13

    Safe Sport contacts ..... 13

Practices..... 14

    Practice Groups & Schedules..... 14

    What to bring to practice?..... 16

    Punctuality ..... 16

    Parents at Practice ..... 16

    Practice Behavior and Discipline..... 16

    Practice Cancellations and Inclement Weather..... 17

Equipment..... 17

    Team Suits..... 17

        Senior Performance & Senior Development Group: ..... 17

        Junior Group: ..... 17

        Starz Development: ..... 18

        Mini STARZ: ..... 18

Seasons and Break ..... 19

**Lost and Found ..... 19**

Swim Meet Procedures..... 20

    Meet Signup..... 20

    Swimmer’s Events..... 20

    Meet Fees ..... 20

    What to Bring..... 20

    Attire ..... 21

    Punctuality ..... 21

    Team Area..... 21

    Behavior ..... 21

    Clerk of Course/Pre-Seeding..... 21

    Age Group Designations ..... 21

    Checking with Coaches ..... 21

    Results and Awards..... 22

    Snacks ..... 22

    Prelim/Final Championship Meets ..... 22

    Electronics Policy at Meets ..... 22



Accommodations for Travel Meets .....22

Designated Team Travel Meets .....22

Volunteering .....24

Harvest Fest .....24

Timers .....24

Officials .....24

Runners .....24

Concessions.....24

Hospitality .....24

Computer Operator .....24

Clerk of Course.....24

Marshal .....24

Set-up & Clean-up.....24

Model Photography Policy.....25

PURPOSE .....25

SUGGESTED POLICIES.....25

Code of Conduct .....26

**Coaches** .....26

Code of Conduct for Coaches .....27

**Parents / Guardians**.....28

Code of Conduct for Parents/Guardians.....29

**Swimmers** .....30

Prohibited Behavior .....30

Consequences for Violation of the Code of Conduct.....30

Suspension .....30

Safety and Behavior .....30

Code of Conduct for Swimmers .....31

Article 304 – USA Swimming Code of Conduct.....32

Signature Page – Parent Code of Conduct.....35

Signature Page – Athletes Code of Conduct .....36

Signature Page – ACA Release Form 2021-2022.....37

Signature Page – ACA Photography Consent Form .....38





## **Introduction**

The purpose of this handbook is to describe the Arena Club Aquatics (ACA) program and outline various policies that affect all swimmers and their families, year after year. It should be read by anyone involved with ACA so they may become familiar with important facts and rules of the club.

## **Mission Statement, Vision, & Philosophy**

### **Mission Statement**

Arena Club Aquatic's mission is to develop and promote excellence in athletes as swimmers and people, while providing a safe, healthy, and positive environment. Through self-discipline and hard work ACA swimmers will work to attain their highest potential.

### **Vision**

ACA's vision is to maintain a program that will produce swimmers who will represent us in all levels of competition. We want to create an environment where our swimmers of all ages and abilities can experience the enjoyment of, and can reach personal excellence in, swimming.

### **Philosophy**

#### **Team Philosophy**

Arena Club Aquatic's mission is to develop and promote excellence in athletes as swimmers and people, while providing a safe, healthy, and positive environment. Through self-discipline and hard work ACA swimmers will work to attain their highest potential. The life lessons learned from the ACA program give each swimmer the tools and opportunities to excel both in and out of the pool. Our coaches encourage our young people to strive for excellence daily and teach them the process of achieving that excellence. Our swimmers, staff, and parents understand that it is through hard work, self-discipline, and sacrifice that we ensure this success. In realizing this, it is our commitment to "championship training" which will set the standard for future swimmers to follow. It is through this process that the byproducts of fun, enthusiasm, and team pride will lead to competitive swimming in Maryland and the country.

#### **Training Philosophy**

The ACA training philosophy ensures a swimmer's longevity in the sport. Our coaches encourage swimmers to excel at distance freestyle events and in the individual medley (IM). This allows longer and more consistent success as they go through our program. Upon becoming successful senior-level swimmers, our coaches begin to identify what distances and strokes it appears that the swimmer is best suited for. At that point, motivation is further enhanced by success in their particular events. Much care is put into our training program to keep swimmers motivated, focused, and continually progressing in the sport.

#### **Team Structure**

Arena Club Aquatics is divided into several training groups based on age, stroke proficiency, aerobic conditioning, mental and emotional maturity, and commitment to swimming and to the team. The progressive structure of these groups provides a setting in which swimmers are continually challenged yet are able to experience individual and team success.

#### **Teamwork**

ACA is a team that is built upon commitment, support, and participation of the coaches, swimmers, parents/guardians, Board, and The Arena Club.



## **Coaching**

ACA is committed to providing comprehensive, expert swim/stroke training by an experienced coaching staff. The coaching staff has many years of experience coaching in the Maryland area. Coaches on staff have produced Maryland State qualifiers and champions, All-Maryland qualifiers, YMCA All-Americans, Sectional qualifiers, USA Scholastic All-Americans, USA Top-10 qualifiers, and Junior & Senior National Qualifiers. Goal setting and commitment are some of the motivators our staff uses to develop and encourage a lifelong love of swimming.

## **The Athlete / Swimmer**

ACA believes that each swimmer is an individual with different backgrounds, needs, and goals. The club focuses on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent ACA by participating competitively on a year-round basis. ACA believes that all members should model team spirit and sportsmanship.



## **Communication**

Communication is vital to any organization, and it must be a two-way street. Coaches will make every effort to convey information to swimmers and their parents. Likewise, team members and their parents need to communicate with coaches in order to avoid misunderstandings and to inform them of things that may affect a swimmer's training and competition.

### **ACA Website**

[www.arenaclubaquatics.com](http://www.arenaclubaquatics.com)

Arena Club Aquatics team website is our main vehicle for transmitting information to the team. Please check the site regularly. You can find practice schedule, equipment lists, meet schedule, time standards, team news, calendar of events all on the website. This site is updated regularly.

### **Emails**

Reminders and last-minute information is sent to families via e-mail. This means of communication is most useful when there is a limited amount of time to send out information or when a quick reminder is needed. Emails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team events, fundraising, weather updates, and practice cancellations. This will also show up on our Facebook page.

### **Facebooks**

<https://www.facebook.com/arenaclubaquatics>

Arena Club Aquatics encourages our swim families to like and follow our FB page.

### **Bulletin Boards**

At the Arena Club, on the wall just before the Women's Locker Room, is the swim team bulletin board. Team information will be posted. Please check the board regularly. Information posted on bulletin boards may include meet and practice schedules, swimming related articles, meet and practice results, photos, etc.

### **Written**

Occasionally, written handouts will be given to each swimmer with important updated information.

### **Team Handbook**

Distributed via team website to all families at the beginning of each year.

### **Communicating with Coaches**

All the coaches are available to be reached by email, this is the most effective way to get a hold of the staff.

The head coach will be available in the swim team office, the number is 410-734-7300 X 150.

Meeting (formal or informal) with coaches - Coaches are usually available for 10 minutes after practice to answer quick questions. If you would like to address issues that require more time, please schedule an appointment with your child's coach or the head coach. **Do not interrupt coaches or swimmers on deck during practice time.**





Coaches are more than happy to answer questions or address issues at a more appropriate time and place.

## **Grievances**

Most problems are rooted in simple misunderstandings or miscommunication and can be resolved quickly and easily. If allowed to fester, however, problems grow out of proportion and can be harmful to swimmers, parents, coaches, and the program. This can be prevented by addressing grievances immediately and with the appropriate person. If a team member or parent has a grievance concerning any aspect of the program, he or she should go directly to the source.

**Please do not call coaches at home.** Coaches are encouraged not to give out their home and cell phone numbers. Please respect their personal and family time by addressing issues with your child's group coach after practice or via email.

## **Swimmer, Parent, and Coach**

The relationship between swimmer, coach, and parent is an important aspect of swimming. Usually, it is a mutually supportive partnership, but it can become strained and, ultimately, harmful to a swimmer's experience in the sport. Regular and open communication is necessary to avoid misunderstandings. The swimmer, the coach, and the parent must each understand and respect his or her role so that conflicting or negative signals are not sent. Swimmers, parents, and coaches may not always agree, but respectful and open communication will help maintain a positive relationship. The collective goal of the swimmer-coach-parent triangle should be the maintenance of an environment most conducive to the development of the swimmer - both as an athlete and as a person



## **Parent Board**

The ACA Parent Board is made up of 4-6 swim parents and the Head Coach. The Parent Board meets regularly to discuss issues related to our organization as a whole and to provide direct support to the coaching staff, particularly in the area of volunteerism and fundraising.

## **ACA Fund**

The ACA Fund is a tax-exempt, non-profit legal entity created primarily for the purpose of allowing the Arena Club Aquatics (ACA) swim team to engage in fundraising. In addition, the ACA Fund provides financial support for the swim teams of The Arena Club. The ACA Fund is an entity which is controlled and operates under the direction of the Team's Head Coach. The ACA Fund is merely an extension of The Arena Club's ACA swim team and serves to reduce your costs of swimming by allowing you to engage in fundraising. The ACA Fund goes toward payment facilitation of your swimmer's meet fees,

Payment facilitation of your swimmer's "USA Swimming" registration fees, the annual ACA hosted USA swim meet known as "Harvest Fest," Fund Raising, Coaches' travel expenses, Coaches' apparel, Coaches' training and certifications, Team Unify website licensing costs, Swimmer awards, End of season banquet, Team equipment, and other support.

## **ACA Outreach Fund**

The Arena Club Outreach fund is a scholarship program to help families in need pay meet fees.

Fundraisers, such as the Dive in Movie night at the club, are the primary funding source, but we also accept donations.

To apply for assistance, please email Coach Brad. Everything is anonymous from that point on. A case number is assigned with facts of the need. Then, it goes to the board for approval.

The scholarship can pay meet fees for up to 4 months.



## **Websites**

### **Arena Club Aquatics**

<https://www.teamunify.com/Home.jsp? tabid =0&team=mdadb>

(Team Unify website)

NOTE: This will *soon* be **www.arenaclubaquatics.com**

- This is ACA’s main website for year-round swimmers.
- Critical to read “Parents” tab especially “Meets (Pre and Post)” section
- Register for meets, review assigned events

### **Maryland Swimming**

[www.mdswim.org](http://www.mdswim.org)

Arena Club Aquatics is a member of Maryland Swimming as part of our membership in USA Swimming.

Maryland Swimming is the local organizing committee of United States Swimming, plans and conducts swimming activities in which athletes strive to reach their full potential in the sport of competitive swimming.

- Meet Info for all MD meets (Age requirements, B/BB/A times)
- MD State Championship Qualifying times
- Database of Maryland Top 10 swimmers by age group
- Recognition/Scholarships/Swim Camps

### **USA Swimming**

[www.usaswimming.org](http://www.usaswimming.org)

Arena Club Aquatics is a member of USA Swimming. All swimmers and coaches must be registered members in order to participate on the team.

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Amateur Sports Act. We provide programs and services for our members, supporters, affiliates, and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.

On the USA Swimming website, there is a specific section just for parents, covering questions about swimming, terms and slang, and a FAQ.

- Swim results and National Ranking by Age (via “Times” tab, “Times Search”, “Event Rank”)
- IMX score (via “Times” tab, “IMX and Power Point”)
- DeckPass info (register using swimmer’s USASwimming ID)

### **Swim Swam**

[www.swimswam.com](http://www.swimswam.com)

This site has the latest national news and tips related to swimming.



## **Mobile Apps**

### **Meet Mobile**

This is an app that displays live results during the meet. There is an annual fee of \$5.99.

### **DeckPass**

USA Swimming application allows swimmers to connect with all of their friends, share times, set goals, and view their IMX scores.

### **OnDeck Parent**

TeamUnify (ACA team's mobile application is connected to the arenaclubaquatics.com website that hosts billing, best times, upcoming meets, swim results).

Enter team alias "**mdadb**"

## **Time Standards**

<https://www.usaswimming.org/times/time-standards>

### **BB-A-AA**

USA Swimming establishes national motivational standards by which its meets are classified (BB, B, A, AA, etc.). These standards are based on a national average of performances with the goal of allowing swimmers to be grouped in competition with swimmers of the same general skill level. Many meets that we will participate in will have qualifications to them; such as, A & over or BB & under, or No Times. Following this chart will help you know which meets your child can participate in. The team will also keep a list posted on the team bulletin board highlighting swimmers who achieve many of the time standards. All time standards will be posted on our team website.

## **Safe Sport**

Arena Club Aquatics, its coaches, officials, and volunteers are committed to providing our swimmers with a safe and secure environment in which to practice, compete, and enjoy the sport of swimming. We fully endorse and support USA Swimming's Safe Sport and Safety programs by providing training, policy guidelines, reporting channels, and other resources for our clubs and members.

Safe Sport focuses on creating a secure environment for our swimmers and non-athlete members that is free from abuse of any kind, including sexual abuse, bullying, and inappropriate communications.

[USA Swimming's Safe Sport program](#) provides comprehensive information for clubs, coaches, members, swimmers, and parents. [The Club Tool Kit](#) includes the [Safe Sport Policies and Guidelines](#) which outlines required policies and best safe sport practices for members and clubs and [free online education programs](#) for coaches, officials, parents, and swimmers.

The USA Swimming Safe Sport Committee compiled the following document that coaches and officials can use to educate themselves and as a reference when questioned about USA Swimming's efforts to protect young athletes. It includes the Safe Sport Authorization Act as well as a history of Safe Sport at USA Swimming.

[Safe Sport Committee Summary Document](#)

The [USA Swimming Code of Conduct](#) requires any individual with credible information involving sexual misconduct to report that information to our Safe Sport Program staff. USA Swimming provides an online form for confidential reporting of sexual misconduct, bullying, inappropriate communications, or code of conduct violations. Please be aware that in Maryland, everyone has a duty to report suspected child abuse to law enforcement. Contact your county's Division of Social Services or the Special Victims unit at your police station for more information about reporting. If an incident involving child sexual abuse occurs outside of Maryland, please also contact law enforcement in the municipality in which the incident occurred.

### **Safe Sport contacts:**

*USA Swimming and US Center for Safe Sport Contact & Reporting Information*

- USA Swimming Safe Sport
  - (719) 866-4578
  - [Deal with a Safe Sport Concern](#)
- US Center for Safe Sport
  - (720) 524-5640
  - [Online Reporting Form](#)
  - [Safe Sport Website](#)



## Practices

At all levels, practice sessions develop important athletic, personal and social skills. Regular, consistent attendance is necessary to build the abilities of the swimmer, enhance the coach swimmer relationship, and strengthen the unity of the team as a whole. Various training groups will have attendance goals and requirements.

### **Practice Groups & Schedules**

Practice schedules are distributed to all ACA families at the beginning of each season and posted on the team webpage. Some updates and revisions may be necessary, especially during holidays. Every effort will be made to notify families of changes in the practice schedule. Please be attentive to all notices and announcements. Necessary practice changes will be posted on the webpage, bulletin boards, and announced at practices.

Group	Mon	Tue	Wed	Thu	Fri
STARZ Development (pick 3 days/week)	5:00-6:00 pm	5:00-6:00 pm	5:00-6:00 pm	5:00-6:00 pm	5:00-6:00 pm
Mini STARZ (Thursday OR Friday)				5:00-6:00 pm	5:00-6:00 pm
Senior Performance (5 days per week)	5:30-7:30 pm	5:30-7:30 pm	5:30-7:30 pm	5:30-7:30 pm	5:30-7:30 pm
Junior Group (3 or 5 days per week)	7:00-8:30 pm	7:00-8:30 pm	7:00-8:30 pm	7:00-8:30 pm	7:00-8:30 pm
Senior Development (3 or 5 days per week)	7:00-9:00 pm	7:00-9:00 pm	7:00-9:00 pm	7:00-9:00 pm	7:00-9:00 pm

### Senior Performance:

Practice Times - Mon-Fri 5:30-7:30pm

Option:

5 Days/11 months (Sep 2022-July 2023) / (Membership required) -- \$167/month

Morning practices and Sat practices will be added as needed

13&O's must have at least 2 BB times under USA Swimming Motivational Time Standards

Only 11-12's with 2 or more MD swimming State Qualifying Times

No 10&U's

Highest level of commitment expected. Must average 80% practice attendance per month (Not very high compared to other teams)

Training focuses on all aspects including aerobic base, sprinting, threshold training, and IM work.

The grind (dryland) is expected to be attended by all. Days and times are still being confirmed

All swimmers are aiming for MD State Qualifying times, or MD junior champ qualifying times



### **Senior Development:**

Practice Times: Mon-Fri 7:00-9:00pm

Dryland: Mon & Wed 7:00-7:20pm

Options:

5 Days/11 months (Sep 2022-July 2023) / (Membership required) -- \$143.00/month

3 Days/11 months (Sept 2022 - July 2023) / (Membership required) -- \$133/month

3 Days/11 months (Sept 2022 - July 2023) / (Non-membership) -- \$153/month

3 Days/9 months (Sept 2022 - May 2023) / (Membership required) -- \$133/month

3 Days/9 months (Sept 2022 - May 2023) / (Non-membership) -- \$153/month

Open to 11&O, and 9-10's with 2 MD Swimming State Qualifying Times

Training focuses on building better aerobic base for all, while mixing in aspects of senior level training.

All swimmers are aiming to Qualify for Junior Champs or better

All swimmers aiming to complete USA swimming IMX challenge

Options for 3 times, or up to 5 times per week (if 3 times per week you pick the days that work best for you)

### **Junior Group:**

Practice Times: Mon-Fri 7:00-8:30pm

Ages – 8-13

Options:

5 Days/11 months (Sep 2022-July 2023) / (Membership required) -- \$123/month

3 Days/11 months (Sept 2022 - July 2023) / (Membership required) -- \$112/month

3 Days/11 months (Sept 2022 - July 2023) / (Non-membership) -- \$143/month

3 Days/9 months (Sept 2022 - May 2023) / (Membership required) -- \$112/month

3 Days/9 months (Sept 2022 - May 2023) / (Non-membership) -- \$143/month

Open to 9–13-year-olds, or 8-year-olds with 9-10 MD junior champ qualifying times

All swimmers must be legal in all 4 strokes

Training focuses on technique work and building better aerobic base with free/ IM training

All swimmers aiming to complete USA Swimming IMR challenge (see link for info)

<https://www.usaswimming.org/times/imx-imr>

Options for 3 times, or up to 5 times per week (if 3 times per week you pick the days that work best for you)

### **STARZ Development:**

Practice Times: Mon-Fri 5:00-6:00pm

Options:

3 Days/9 months (Sept 2022 - May 2023) / (Membership required) -- \$102/month

3 Days/9 months (Sept 2022 - May 2023) / (Non-membership) -- \$133/month

Open to 11&U's

Introduction to USA Swimming

All swimmers aiming to be legal in all 4 strokes

All swimmers must be able to swim a 50 of free/back

Technique work is main area of focus

Pick 3 practices per week, whatever works best for you



## **Mini STARZ:**

Practice Times: Thursday <or> Friday 5:00-6:00pm

Options:

1 Day/9 months (Sept 2022 - May 2023) / (Membership required) -- \$38.00/month

1 Day/9 months (Sept 2022 - May 2023) / (Non-membership) -- \$58.00/month

Open only to 8&U's; Space is limited with this group

All swimmers must be able to swim a 25 of free/back

Main focus is with free/back technique work. Transition into breast/fly during middle parts of the season

Practice once per week, pick a day Thursday or Friday

## **What to bring to practice?**

Swimmers should bring suit(s), goggle(s), cap(s), a water bottle, a towel, and any required training equipment to practice each day. Required equipment lists for each group will be on the team website.

We recommend that swimmers carry an extra cap, suit, and pair of goggles - "just in case." Coaches do not carry extra items to loan swimmers for practice and the facilities do not regularly have extras to loan. Swimmers should bring their bags, clothes, etc. onto the pool deck or lock them in a locker during practice. Leaving belongings unattended in the locker room or lobby invites theft or damage. Locks should be temporary and removed each day at the end of practice.

## **Punctuality**

Please be on time to all practices. Practices begin with a warm-up period to prevent injury. Instructions and important information are also given to swimmers at the beginning of practice. When swimmers are late, they miss this important preparation and information. Also, pick up swimmers promptly after practice. Coaches are responsible for swimmers during specified practice times only. It is impractical and unfair to expect coaches or Arena Club staff to "baby-sit" swimmers before or after practice. When swimmers arrive at their practice site, they are to change and head out to the pool deck. Then, they will wait in the designated area on the pool deck until a coach instructs them enter the pool for practice.

## **Parents at Practice**

Practice is time for swimmers and coaches to concentrate on improving the swimmers' technique, increasing speed and endurance, developing a strong coach-swimmer relationship, and fostering cooperation and unity within the group. It is important that parents allow this development to occur without interruption. Therefore, we ask that parents not talk to their children during practice. It is distracting for swimmers and coaches alike. We respect parents' interest in their children's activities and invite them to observe practice from outside the training pool area in a designated area (the locker room side of the spa and therapy pool). The Arena Club asks that non-member parents not linger in the facility. Parents are always welcome to ask coaches questions at the conclusion of practice or to set-up a time to talk.

## **Practice Behavior and Discipline**

During practice, swimmers are expected to follow the guidelines and rules of behavior each coach determines for the specific training group. In addition, there are three (4) simple rules that must be followed during every practice:

- No talking when the coach is talking
- Eyes and ears must be above the water and focused on the coach
- Swimmers must ask permission before going to the bathroom



- Always give your best

## **Practice Cancellations and Inclement Weather**

Practices may be cancelled occasionally for various reasons. Examples include inclement weather, problems at individual facilities, etc. Often times, we do not know about these cancellations until the last minute, but we make every effort to communicate cancellations as soon as possible. When time permits, the website will be updated with cancellation information and signs will be posted on the front doors. In the event that something occurs at an individual facility, which forces practice to be cancelled at the last minute and swimmers have already been dropped off for practice, swimmers will be instructed to call their parents to come and pick them up early. In the case of inclement weather, ACA does not follow Harford County Schools. Rather, we will make our own determination. In any case, use your best judgment in determining whether you feel it is safe for your child to attend practice.

Practice (indoor and outdoor) continues when it is raining. If there is thunder and lightning in the area, practice will be suspended but not necessarily canceled. Pool closure is a facility, not a coach or team decision. Call ahead or go to the pool to learn the status of practice. (Or, visit our FB page.) In the event that a thunderstorm causes swimmers to leave the pool during practice, we will generally wait to see if the storm blows over before sending swimmers home early. If we feel that swimmers will not be able to re-enter the water due to a thunderstorm, we will either provide a dry land workout or have the swimmers call a parent to pick them up early. Keep in mind, weather conditions in one part of area may not be the same in another.

## **Equipment**

[www.swimoutlet.com/arenaclubaquatics](http://www.swimoutlet.com/arenaclubaquatics)

### **Team Suits**

Currently, ACA does not require a team suit. We just ask that the swimmers have a suit that is either black, purple, or combination of black and purple.

*(NOTE: ACA is in the process of having a team suit.)*

Speedo is the preferred suit due to our Speedo contract.

### **Senior Performance & Senior Development Group:**

- Kick board
- Fins (speedo short blade training fin)
- Pull buoy
- Paddles (FINIS agility paddle)
- Snorkle (the MP brand or speedo bullet head)

### **Junior Group:**

- Kick board
- Fins (speedo trialon rubber swim fin)
- Pull buoy
- Paddles (FINIS agility paddle)
- Snorkle (the MP brand or speedo bullet head)



**Starz Development:**

- Kick board
- Fins (speedo trialon rubber swim fin)
- 

All equipment can be purchased through Swim Outlet. When purchasing through the above link, our team receives a percentage back.

**Mini STARZ:**

- Kick board

All equipment can be purchased through Swim Outlet. When purchasing through the above link, our team receives a percentage back.



## **Seasons and Break**

The ACA Swim Team is a year-round competitive program that runs from the beginning of September through the Long Course Championship meets at the end of July or beginning of August. Every swimming year is divided into two seasons--short course and long course. The short course season runs roughly from September to March. During this time, competitions are held in short course pools, which are 25 yards in length. The long course season begins in April and lasts until August. Long course meets are held in 50-meter pools.

All groups take a short break in the spring (between the short course and long course seasons) and a break in August (between the long course and short course seasons). These are important periods of physical and mental rest for swimmers.

The ACA Swim Team respects family time together, including vacation time. Parents should be aware, however, that extended time away from practice and competition in the middle of a season will affect a swimmer's performance. The effect becomes greater the older and more competitive a swimmer becomes. To discuss time away from practice and meets and/or the effects it will have, please contact your child's group coach or the team's head coach.

## **Lost and Found**

Please label all of your swimmer's equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed on the storage shelves on deck.

Swimmers should keep all personal belongings on the pool deck and not in the locker rooms during practice sessions. The locker rooms are used by all club members. The club is not responsible for lost or stolen items.

## **Swim Meet Procedures**

As a competitive swim team, we encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They also provide an opportunity for the swimmers to measure the progress of their training and practice.

Swim meets are a fun and exciting opportunity for swimmers to measure progress, experience the thrill of competition, and strive for individual and team accomplishments. They provide a break in the practice routine, as well as focal points for practice efforts. All swimmers are encouraged to compete in meets for these reasons. Meets are offered approximately once a month for most swimmers.

### **Meet Signup**

The team website is the place where everyone can sign-up and pay for swim meets. There will be announcements at practice and on the website asking for kids to sign-up for a meet. Every effort will be made to distribute this information at least two weeks prior to its due date. Information about the competition will include location, dates, times, and eligibility requirements. Please pay careful attention to the deadlines for entering each meet. Any swimmer who misses the deadline will not be entered into the meet.

### **Swimmer's Events**

We ask that you choose the events that your child will swim in team unify. The coaches for each group will suggest to you some events for your child to swim.

### **Meet Fees**

Meet entry fee is required for entry into swim meets. Meet fees for the swim meets are the responsibility of the parent. Each family will be invoiced through team unify program. Payments are due within the week of signing up for the meet. You may put a credit card on file and pay right away or you can write a check to the ACA Fund and stick the check in the ACA fund box in the Aquatic office. Delinquent meet fees will result in not being able to sign up for the next meet.

Meet fees are nonrefundable. If a swimmer is unable to attend the meet after the meet has been submitted, the swimmer will still be responsible for payment of meet fees.

### **What to Bring**

- suits
- team cap
- goggles (at least 2)
- towels
- team shirt
- sweats
- jacket
- pool shoes
- snacks (if facility permits)

**\*\* CLEARLY LABEL ALL ITEMS THAT ARE TAKEN TO A MEET\*\***



## **Attire**

Swimmers are asked to wear ACA attire, especially the team suit, cap, and designated meet shirt, at all meets. Wearing team apparel promotes team pride and unity. It also helps coaches, parents and other swimmers locate ACA team members. At meets, swimmers should NOT wear apparel from other teams (professional, college, summer, high school, etc).

## **Punctuality**

Please arrive at the meet location at least 10 minutes *before* the designated warm-up time unless otherwise specified by coaches. Swimmers need to warm-up before competing.

In addition, coaches must make relay decisions before the start of competition, and they will be unable to include a swimmer who is not present for warm-ups.

Directions to all meets will be posted on the ACA website the week of the meet.

## **Team Area**

Swimmers should sit in the designated team area. This promotes team support and unity, which in turn contributes to swimming success and fun. With the goal of teaching responsibility, parents of swimmers are asked to sit in the stands, not with their swimmers. At most meets, parents who are not volunteering, are not permitted on the pool deck. This is due to safety and limited deck space. Additionally, parental interruptions are distracting to swimmers and coaches.

## **Behavior**

Swim meets are an opportunity to display not only athletic ability, but also team pride and sportsmanship. Parents and swimmers should always be mindful that they are representing the ACA swim team and the Arena Club and should act accordingly. Swimmers are encouraged to cheer for their teammates and to stay until the end of the meet if possible. Senior swimmers are expected to stay until the end of each meet session to support their teammates, unless directed otherwise by the Senior coaches. If a swimmer, at any level, must leave before the end of a meet, he or she should notify one of the coaches before the start of the meet.

## **Clerk of Course/Pre-Seeding**

Some 12 & Under meets have a clerk of course which organizes swimmers in their proper heats and lanes. Otherwise, coaches will help make sure swimmers know when it is time to report to the blocks for their events. In all cases, swimmers need to stay attentive to what event is being called to the clerk or the blocks. If a swimmer misses an event, he or she will not be able to make it up.

## **Age Group Designations**

In USA Swimming, swimmers compete according to their ages. USA Swimming age groups are divided as follows: 10 & Under, 11/12, 13/14, 15/16, 17/18. USA Swimming meets will often combine the last two into a 15-18 age group. Sometimes, 13 & Older swimmers are combined into a “senior” age group. In “open” events or meets, swimmers of any age may swim. For USA Swimming meets, swimmers compete in their age as of the first day of the meet.

## **Checking with Coaches**

Swimmers should talk to their coaches *before* and *after* each swim. Coaches give final reminders and encouragement before the event, and they offer praise and a constructive review afterward.

## **Results and Awards**

Results are posted on a wall at each meet. Parents and swimmers may copy official times and places from these results. The kind of awards (medals, ribbons, plaques) and the number of awards given at each meet are determined by the host team or by league by-laws in the case of championship meets. The meet information indicates what kind and how many awards are given. All awards are given to coaches at the end of the meet and are distributed at practice.

## **Snacks**

Healthy snacks and beverages (water, sports drinks) are excellent for swimmers to have during meets, especially during long sessions. ACA swimmers will not be allowed to consume the high caffeine content energy drinks. Some facilities do not allow food or drink on deck so please be attentive to policies at the various pools. All trash in the team area should be properly disposed of before swimmers leave the meet. It is important that we respect the facility and the host team.

## **Prelim/Final Championship Meets**

- At championship meets, all swimmers should return to finals to cheer on their teammates even if they are not swimming.
- Team members who are not swimming in finals will not be expected to be present for finals warmup but should be there at the start of the meet.
- The only exception will be if it is your last day of the meet or Sunday when your family will be leaving to go home.

## **Electronics Policy at Meets**

Swimmers may utilize their electronic devices at swim meets as long as they do not disrupt the conduct of the meet, disturb other swimmers, or cause them to miss an event.

## **Accommodations for Travel Meets**

Whenever possible, the team will reserve a block of rooms for meets 1 1/2 or more hours away from Harford County. Hotel information for these meets will generally be posted on the website. Participants are not required to stay at that particular hotel, or stay at all, but group planning promotes camaraderie among parents and swimmers. Carpooling and sharing rooms (when appropriate) also saves on costs.

## **Designated Team Travel Meets**

Team travel meets are offered each season for qualified swimmers. These are designated on the meet schedule. "Team travel" means that swimmers travel, share rooms and eat with their teammates under the supervision of parent chaperones and coaches. In this setting, they make decisions about food, use of money, use of free time, how to solve problems and deal with conflict, and they share their resources and build team unity through shared experiences. Team travel meets are an excellent opportunity for swimmers to work with teammates, make decisions and further develop responsibility. During such trips, swimmers must abide by specific conduct guidelines, and coaches, with the assistance of parent chaperones, have complete authority. Team travel meets are chosen for their competitive offerings and are most valuable for swimmers who already make a strong commitment to swimming and their teammates.

For team travel meets, athletes are required to travel and stay with the team through the duration of the meet. The staff will consider special circumstances if they arise. While at the meet, swimmers room with one



another with typically 3-4 athletes per room. For liability reasons, swimmers are not allowed to room with coaches or chaperones. Coach and chaperone rooms are evenly spread through the hotel to ensure proper supervision of athletes at all times. Swimmers will be provided a travel itinerary prior to departure, and the coaching staff will hold daily team meetings during the trip to remind swimmers of departure times, etc. We will try to maintain a minimum of a 1:8 adult-to-swimmer ratio for all travel trips. We will ask for volunteers to serve as chaperones, and will take as many chaperones as necessary to meet this ratio. During the trip, the role of the chaperones is to help supervise the athletes during down times at the hotel, to help in the planning and execution of team meals.

Swimmers under the age of 13 must be accompanied by a parent to ALL meets (or under the care of another adult). These swimmers are still invited to team travel meets as long as they are accompanied by a parent.

## **Volunteering**

Many aspects of swim teams and swim meets are run by parent volunteers. There are numerous jobs to be fulfilled at meets and throughout the year, volunteering is a great way to stay busy between your child's events. It also gets parents involved in the achievements of all team members and builds relationships with other parents in the swimming community. In all the different areas where volunteers are needed, there will be a volunteer committee head. This is the person to whom the volunteers will report.

All families are expected to volunteer for our fundraiser swim meet when we have them.

As a team that hosts swim meets, we need to increase the number of officials we have. Please consider volunteering to become a USA Swimming official, and/or an administration referee, a meet director, or computer operator.

To become an official please contact Sheri Tiller – [sheritiller@msn.com](mailto:sheritiller@msn.com)

Instead of asking for food donations for Harvest Festival, each family will be asked for a \$20.00 donation.

## **Harvest Fest**

This is our only meet that ACA hosts. It is held the weekend before Thanksgiving..

Volunteers for this meet will be needed for:

**Timers** - Time each heat in a specific lane using stopwatches that are provided. This job is very easy and keeps you right next to the action. No prior experience is necessary.

**Officials** - These include the starter, referee, and stroke and turn judges. They conduct the meet and address rule infractions; training is necessary. There is always a demand for these volunteers. (Will also be asked to help at other meets in which ACA participates)

**Runners** - After each heat, this person picks up the timer sheets from the timers and takes them to the computer operator. No prior experience necessary.

**Concessions** - These volunteers purchase food and drink for resale at the meet. They sell food and drinks at the meet. They also set up and tear down. No prior experience needed.

**Hospitality** - These volunteers provide drinks to other meet workers, act as host/hostess in the hospitality room where coaches and officials go to relax and have a snack. No prior experience needed.

**Computer Operator** - This person inputs data during meets (times, relay names, etc.) and generates results from the system. Training on specific meet manager software is needed.

**Clerk of Course** - The clerk organizes swimmers into proper heats and sends them to starting area behind blocks. No prior experience necessary.

**Marshal** - Monitors the pool deck, especially, but not only, during warm-up periods to make sure that safety rules are being followed. No prior experience necessary.

**Set-up & Clean-up**- Prior to and after the meet.





## **Model Photography Policy**

### **Arena Club Aquatics (ACA) MODEL PHOTOGRAPHY POLICIES**

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#### **PURPOSE**

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

#### **SUGGESTED POLICIES**

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

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

All photographs must observe generally accepted standards of decency in particular:

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

## **Code of Conduct**

The purpose of this [code of conduct](#) is to establish common expectations for all members of the coaching staff, parents, and swimmers of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

## **Coaches**

Coaches occupy a unique place in a swimmer's life - part parent, part teacher, part friend. ACA coaches take these roles seriously and strive to be good role models, leaders and listeners.

All ACA coaches must meet high criteria set forth by USA Swimming. Each coach holds a current certification in First Aid and CPR training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. ACA coaches have all passed a background check run both by USA Swimming and The Arena Club. All the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and The Arena Club.

ACA coaches' main responsibility is to mold all of our swimmers into the best swimmer that they can be. In addition, coaches mentor swimmers in life skills and positive values.

### **Coaches:**

- instruct swimmers in all aspects of the sport: technique, training methods, mental preparation, competitive strategy, etc.
- offer encouragement, constructive criticism, and honest assessments with suggestions for improvement
- demonstrate and encourage values and behaviors consistent with the principles of developing responsible young athletes
- lead the team at competitions
- make decisions about group placement; meet opportunities, and events for swimmers
- communicate with swimmers and parents about plans, issues, and philosophy within the program

### **Points to Keep in Mind:**

- Individual swimmers develop at different rates. This fact by itself may cause stress for swimmers and external pressure cannot quicken or slow the pace of natural development.
- Excessive pressure can, however, contribute to burnout.
- Coaches, swimmers, and parents are human. Mistakes are inevitable. The most productive response is to admit them, excuse them, and move on. Grudges help no one.
- Let the coaches coach, let the swimmers swim, let the parents support.
- The *process*, not the awards, is the most valuable part of competitive swimming. The friendships, lessons, skills, and memories gained from participating in the sport last forever and help create a healthy, happy and strong person. It is important to look at each child's long-term development. Instant gratification is only temporary and often leads to problems later in life.
- As stated before, parents, swimmers and coaches may not always agree but honest and open communication maintains mutual respect and a positive relationship.



## Code of Conduct for Coaches

The purpose of this [code of conduct](#) for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.



## **Parents / Guardians**

As the parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/Guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/Guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most importantly, demonstrate good sportsmanship at all times toward coaches, officials, and other teams.

### **We as an organization highly encourage the following parental behavior:**

- Open communication between parents, athletes and coaches emphasizing goal setting and focusing on the performance expectations of both the athlete and the parents
- Meeting with the coaches/athletes/parents during normal operating hours to discuss issues
- Positive reinforcement of all athletes in all situations; team spirit, team loyalty
- Parental involvement with the Parents' Advisory Committee, the "Barracuda Boosters" club, and in organizing and running of competitions and other team events

### **We as an organization wish to discourage the following behavior from parents:**

- Coaching your children at practice or during competitions; that is the coach's job
- Interrupting or confronting the coaching staff during practice or competitions
- Abusive language towards coaches, athletes, parents, officials and your own children
- Any behavior that brings discredit or disruption to our athletes and our organization

Enclosed is a Parent Code of Conduct. The Code was developed as a standard to emphasize our organization's commitment to making everyone's involvement with our club a positive experience.



## Code of Conduct for Parents/Guardians

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:

1. 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.
2. I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
3. I will refrain from coaching my child from the stands during practices or meets.
  - Swimmers – swim
  - Coaches – coach
  - Officials – officiate
  - Parents – parent
4. 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.
5. I will respect the integrity of the officials.
6. I will direct my concerns to first to the coach of the group; then to the Head Coach; then, if not satisfied, to the Facilities Manager of the Arena Club.
7. I will not post any negative or derogatory comments, posts or photos on Social Media (Facebook, Twitter, Snapchat, etc.) toward The Arena Club, the team, teammates, parents, or coaches. This also applies to other teams.

I understand and agree to the above terms and conditions of the Arena Club Aquatics in exchange for the privilege of my child(ren) registered with this agreement, to participate in the activities and swimming program of Arena Club Aquatics.

**Sanctions:** Should I conduct myself in such a way that brings discredit or discord to ACA, or national governing body (USA Swimming), I voluntarily subject myself to disciplinary action.

ACA maintains the right to terminate any membership (either with or without proven cause) in the interest of our preserving our vision, mission, and objectives.

## **Swimmers**

### **Prohibited Behavior**

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language or lying.
5. Inappropriate touching
6. Stealing and vandalism.
7. Bullying or isolation another swimmer.

### **Consequences for Violation of the Code of Conduct**

This code shall be in force for all ACA swimmers during practice, during swim meets and at events sponsored by, or in which, ACA Team is represented. Disciplinary actions can range from, but not limited to; reprimands repetition of a drill, pushups, being sent home from practice or meets at the parent's expense, expulsion from the team.

### **Suspension**

Coaches may suspend a swimmer from practice for disciplinary reason for a maximum of 2 weeks. Coaches may also recommend to the board/ club that a swimmer be expelled from the club if in his or her judgement the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

### **Safety and Behavior**

The Club reserves the right to terminate the membership of any individual whose behavior places ACA in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act appropriate ambassadors for the club. They should act as role models for other swimmers at all times.



## Code of Conduct for Swimmers

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

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.
- I will not post any negative or derogatory comments, posts or photos on Social Media (Facebook, Twitter, Snapchat, etc.) toward The Arena Club, the team, teammates, parents, or coaches. This also applies to other teams.

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

## **Article 304 – USA Swimming Code of Conduct**

### **304.1**

94 2020 Rules & Regulations

### **ARTICLE 304 CODE OF CONDUCT**

**304.1** The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

**304.2** Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

**304.3** The following shall be considered violations of the USA Swimming Code of Conduct: *Measures to be adjudicated by the USA Swimming National Board of Review*

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.3 Repeated violation of any of the Minor Athlete Abuse Protection Policies [see page 95].

.4 Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.

.5 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.6 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.





.7 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.8 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.9 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.10 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.11 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming; or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.12 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, an LSC or the sport of swimming.

***Measure to be adjudicated by the U.S. Anti-Doping Agency***

.13 Violation of the anti-doping provisions set forth in 303.3.

***Measure to be adjudicated by the U.S. Center for SafeSport***

.14 Violation of the SafeSport Code. [see [www.usaswimming.org/code](http://www.usaswimming.org/code)]



## **ARTICLE 305 MINOR ATHLETE ABUSE PREVENTION POLICIES**

**305.1** Clubs shall establish their own action plans for implementing the Minor Athlete Abuse Prevention Policies.

**305.2** Clubs shall establish their own anti-bullying policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

## **ARTICLE 306 CHILD ABUSE REPORTING REQUIREMENTS**

**306.1** Pursuant to federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at [www.uscenterforsafesport.org/report-a-concern](http://www.uscenterforsafesport.org/report-a-concern). Various state laws may also require reporting to law enforcement or to a designated child protection agency.

**306.2** Filing a knowingly false allegation of child abuse and sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

**306.3** Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

## **ARTICLE 307 PROHIBITIONS AGAINST RETALIATION FOR GOOD FAITH REPORTING OF ABUSE**

**307.1** No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.14.

**307.2** For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.14 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.



## **Signature Page – Parent Code of Conduct**

### **Arena Club Aquatics (ACA) 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 the coach of the group; then to the Head Coach; then, if not satisfied, to the Facilities Manager of the Arena Club.
- I will not post any negative or derogatory comments, posts or photos on Social Media (Facebook, Twitter, Snapchat, etc.) toward The Arena Club, the team, teammates, parents, or coaches. This also applies to other teams.

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

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

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Signature(s)

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Date



## **Signature Page – Athletes Code of Conduct**

### **Arena Club Aquatics (ACA) CODE OF CONDUCT: ATHLETES**

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

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.
- I will not post any negative or derogatory comments, posts or photos on Social Media (Facebook, Twitter, Snapchat, etc.) toward The Arena Club, the team, teammates, parents, or coaches. This also applies to other teams.

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

\_\_\_\_\_  
Swimmer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date



## Signature Page – ACA Release Form 2021-2022

### ARENA CLUB AQUATICS RELEASE FORM 2021-2022

Name of Swimmer \_\_\_\_\_

#### ASSUMPTION of RISK, INDEMNIFICATION and Release

- **Assumption of Risk:** The use of any apparatus, Equipment, facilities or services owned and operated by the Arena Club is undertaken by the parent/guardian of the swimmer, swimmers family or guests of the family At Such Person Own Risk., and the Arena Club shall not be liable for any injuries, death, or damages to any such person, to the property of such person, or be subject to any claims, demands, or damages, resulting from such use. Nothing contained herein shall relieve The Arena Club from responsibility for it its gross negligence or willful misconduct.
- **Indemnification:** Each parent/Guardian agrees to indemnify, hold the Arena club, its agents and employees, free and harmless from all damage, suits, liability, costs and expenses incurred in connection with the use of any apparatus, equipment, facilities, and services of the Arena Club.
- **Release:** Each parent/Guardian hereby releases The Arena Club from all damages, suits, liability, costs and expenses incurred in connection with the use of any apparatus, equipment, facilities and services of the complex.
- **Binding Effect:** The above provisions are binding upon the parent/guardian's, the parent/guardian's personal representatives, successors or assigns.

Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **Signature Page – ACA Photography Consent Form**

Arena Club Aquatics (ACA) 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 take and use photographs.

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

As the parent/caregiver of \_\_\_\_\_, I allow the following:

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

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return this form to: **any Coach or the ACA Box in Coach Brad's Office**