

Naval Academy Aquatic Club

....Inspiring athletes to achieve excellence



**Naval Academy
Aquatic Club**

Swim Team

Parent Handbook

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Introduction



The purpose of this handbook is two-fold:

- Introduce our new members to the Naval Academy Aquatic Club
- Outline Club policies that impact all athletes and families

The sport of swimming has many benefits, including physical development, intellectual competence and the opportunity to build life-long relationships. This handbook has been prepared to help you and your child succeed in this program. Your child's experience has much to do with your positive support. Please ask questions, familiarize yourself with this handbook and your child's age group handbook. Get involved!

Vision

The Naval Academy Aquatic Club produces athletes with the ability to compete at the collegiate and national level.

Mission

The Naval Academy Aquatic Club is a competitive organization that inspires and empowers athletes to achieve excellence in swimming and water polo, and in life.

Cultural Values

P. Preparation

R. Respect

I. Integrity

D. Dedication

E. Excellence

NAVY P. R. I. D. E.



Preparation: An NAAC Swimmer is prepared. They understand the importance of being on time and are considerate of others time. They come prepared to work hard and encourage their teammates to do the same. They have taken the steps throughout the day to ensure they are successful at practice /meet (enough sleep, good nutrition, homework completed).

Respectful: A NAAC swimmer is respectful to their teammates, competitors, coaches, officials and most importantly their parents. They use respectful language and behavior when at practice, meets or in the vicinity of younger NAAC members. They are respectful of others personal property. They respect and show appreciation for the support and time devoted to their success from parents and family members. They show a respectful use of social media.

Integrity: A NAAC swimmer acts with honesty. They train with integrity and avoid behaviors that will knowingly harm or hinder their performance or others. They are honest in their communication with their coaches, teammates and parents.

Dedicated: A NAAC swimmer is dedicated to their team, their sport and they understand that success isn't given; it is earned through consistency and hard work. They are willing to make the sacrifices that come along with being the best athlete they can be.

Excellence: A NAAC swimmer strives to be the best they can be. Pat Riley said, "Excellence is the gradual result of always striving to do better." A NAAC Senior swimmer helps to create an environment where excellence is expected by, according to Aristotle, "acting with high intention, sincere effort and intelligent execution."

Coaching Philosophy



NAAC coaching and training philosophy focuses on the long term improvement of the whole athlete. We want all of our swimmers to develop a lifelong love of the sport of swimming. How do we do that? By creating an environment where fundamentals, technique, teamwork and the development of life skills are the cornerstones of our program. The performance levels of our program have been established to support our athletes through each stage of their athletic and personal development.

We do our best to make each swimmer better, in some way, every day – not just in the pool but out of the pool as well. We expect our swimmers, coaches and parents to “live” our core behavioral standards of PRIDE. A NAAC member is always PREPARED, treats coaches, parents and teammates with RESPECT, acts with INTEGRITY, is DEDCIATED and acts with EXCELLENCE.

Success of swim programs can be measured in several ways. We believe that success past our program – in college and beyond – should be the standard we are measured against. We believe our program and the involvement in the sport of swimming provides our swimmers with the skills and discipline needed to help successful navigate the road into young adulthood.

Hilary Yager
Naval Academy Aquatic Club
Head Coach

The Club Structure



USA Swimming

NAAC is a member of USA Swimming which is responsible for the conduct and administration of swimming in the United States. USA Swimming formulates the rules, implements policies and procedures, conducts national championships, disseminates safety and sports medicine information and selects the athletes to represent the United States in international competitions. The USA Swimming website offers a vast amount of resources for coaches, parents and athletes. Please consult their website at <http://usaswimming.org/>.

Local Swimming Committees (LSC)

NAAC is a member of Maryland Swimming LSC. Our LSC represents us at the USA Swimming annual convention. They are responsible for planning and conducting swimming activities including the sanctioning of our home meets. The MDswim website is a great resource and can be found at <http://www.mdswim.org/>.

NAAC Board of Directors

NAAC is a 501 (c) (3) corporation. NAAC is governed by an Executive Committee comprised of:

- President
- Vice-President
- Secretary
- Treasurer
- Members-at-Large (4)

Committees

There are standing committees defined in our Bylaws and others that from time to time are appointed by the EC Committees. Our current committees include:

- Budget
- Nominating
- Risk Management, Legal and Safety
- Parking
- Team Gear Sales
- Speedo and Vendor Contract
- Awards and Events

The Team Structure



Our Team is comprised of five training groups that target the swimmer's needs developmentally and competitively. Our coaching staff is amongst the strongest in the nation. We have over 209 years of coaching experience and over 75 years tenure with NAAC. Our coaches are professionals, certified in the sport of swimming. They have accomplished swimming careers, strong educational and professional backgrounds which they leverage to provide an incredible training experience for our swimmers. A list of our current coaching staff and their individual backgrounds is available on our website.

The Coaching Staff is organized by training group.

- Seniors
- Juniors
- Age
- Novice A
- Novice B

All new swimmers must try-out and be evaluated by our coaches. Assignment to a group and progression from group to group is solely the decision of the coaching staff. Starting with our Novice B program, each group is specifically designed to pave the way for individual swimmers to progress/advance to the next level. NAAC's mission is to inspire and empower athletes to achieve excellence in swimming and develop life-skills that foster success well beyond their competitive swimming careers. This is a lofty mission and to accomplish it we must keep the swimmer's well-being in mind at all times. NAAC always focuses on the athlete's long term development.

No two swimmers are exactly alike; some mature faster physically, some mature faster emotionally, some are born with natural technical talent. Our goal is to place our athletes in the program that best meets their specific training needs and capabilities.

It is solely the decision of the coaching staff as to whether a particular swimmer will be accepted into the program and later moved from one group to another. While a swimmer may

The Team Structure *(continued)*



meet or exceed technical requirements, other factors such as the swimmer's maturity, space in the advanced group, attitude and age will be considered. The following is a discussion of what is taken into consideration when assigning swimmers to a group and moving swimmers from one group to another. You will find a detailed discussion of what is expected in each group including technical capabilities, practice attendance and maturity.

Training ability

Technique: Every swimmer must be able to demonstrate and sustain the main fundamental technique requirements of his/her current group and of the next level. This will be extremely important when considering move-ups among our younger groups. Coaches will note if swimmers are able to sustain technique requirements during an entire test set. (Example: did the swimmer execute proper flip turns, streamline and dolphin kick off every wall, perform legal underwater pullouts and understand the interval set.)

Competitive Maturity Level: Swimmers must have the ability to handle the increased training, be mature enough to interact socially with the next level, be willing to take personal responsibility for their training and be able to handle more complicated interval sets. For the older groups this includes a progressive understanding of pace work, splits and goal setting. Memory of best times by the age of 11 is mandatory for all NAAC swimmers. All NAAC swimmers age 11 and older must know their best times.

Commitment

Attendance: Although there is already a recommended attendance policy for each group, if a swimmer desires to move up, they should demonstrate that they are willing and able to attend the recommended number of practices for the next group.

Meet Participation: Swimmers are expected to swim in all scheduled meets during the season.

Priority of Sport: As swimmers progress through our program they are expected to put NAAC before other sports programs in which they participate.

The Team Structure *(continued)*



Attitude and “Coachability”

A swimmer’s attitude during practice is of the utmost importance. A swimmer with a bad attitude is very difficult to coach. A swimmer’s ability to listen to his/her coach and ability to implement and SUSTAIN the recommendations of his/her coach will be considered.

Demonstrates Navy P.R.I.D.E

Comes to practice Prepared with good attitude, equipment and on time. Treats others with Respect including coaches, teammates, officials, and parents. Trains with Integrity. Shows Dedication to their team and their sport. Strives for Excellence in and out of the pool.

Move Up FAQ’s

How are move up decisions made at NAAC? Our lead coaches meet four times a year (January, March, May and August) for the sole purpose of reviewing candidates for group moves. Each lead coach presents candidates from their program who may be ready to move up at the beginning of the next season. Please keep in mind that some of the decisions are based on space. Sometimes there simply isn’t enough room in our upper groups to accommodate all eligible swimmers. For example, we may have 20 swimmers in the Novice A Group who can achieve the standards but there might only be room for 5 in the next group.

Who makes the final decision? The head coach makes the decision after having received recommendations from the swimmer’s lead coach and the lead coach of the level for which they are being considered.

When do move ups occur? Although group moves can occur at any time, they will generally occur at the beginning of the short and long course seasons (September and April.) Our intent is to minimize the disruption to an athlete’s training mid-season by changing coaches and practice groups between seasons. Mid-season moves do happen when space allows and the swimmer has met all expectations for the advanced group.

Group Descriptions



Novice B

Group consists of the club's beginner level, youngest age group swimmers. The main focus of this group is general skill and technique development. Swimmers will learn the importance of correct head and body position, a strong consistent kick, streamlining, and basic drills for each stroke as well as improved starts and turns. Coaches will instruct proper workout habits and behavior, lane etiquette and clock reading.

To qualify:

- Swimmers must be able to perform 25 to 50 yard freestyle without stopping.
- Swimmers must have a working knowledge of backstroke, breaststroke and butterfly.

Goals of Novice B:

- To be able to swim a 100 yard freestyle, 50 yards of legal backstroke, 25 yards of legal breaststroke and 25 yards of legal butterfly.
- To be able to complete 4 x 50 freestyle on the 1:30 interval or faster.
- Learn proper streamline and dolphin kick off of walls.
- Learn legal turns and finishes for each stroke.
- Learn proper race starts for all 4 strokes.
- Understand and attempt to execute flip turns.
- Learn and use a bi-lateral breathing pattern.
- Learn lane etiquette, circle swimming and very basic clock reading.

Group Descriptions *(continued)*



Novice A

The main focus of the Novice A Group is increased skill and technique development. Swimmers will focus on proper stroke mechanics in all four strokes along with starts and turns. Swimmers will begin to understand the importance of correct head and body position, a strong consistent kick for all four strokes, streamlining and basic drills for each stroke. Coaches will instruct proper workout habits and behavior, clock reading and lane etiquette. Swimmers will learn the basics of sportsmanship, respect for their competitors, respect for coaches and for their teammates.

To qualify or advance to Novice A:

- Swimmers must be able to execute a 100 yard freestyle complete with an attempt of flip turns followed by a streamline body position with dolphin kicks off the walls.
- Swimmers must demonstrate capability in non-free events by swimming 50 yards of backstroke and 25-50 yards of legal breaststroke and 25-50 yards of legal butterfly.
- Swimmers must be able to complete 4 x 50 freestyle on 1:20.
- Swimmers must have understanding of backstroke flags and how to use them.
- Swimmers should be able to demonstrate the bi-lateral breathing technique.
- Swimmers must demonstrate understanding and capability of circle swimming.
- Swimmers must attempt a legal competitive dive from starting blocks.
- Swimmer needs to show that they are eager to take the next step and have the attentiveness to handle more practice time and work load.

Goals of Novice A:

- Successfully complete a set of 10 x 100 freestyle on 2:30 (with a progression towards the 2:15 or 2:00) interval in meters attempting to streamline and dolphin kick throughout set.
- Successfully complete 5 x 100 IM on 2:45 (with a progression towards the 2:30) interval in meters with legal turns.
- Competitive dive from blocks in all four strokes.

Group Descriptions *(continued)*



Goals of Novice A *(continued)*

- Complete 200 Freestyle, 200 IM and a 100 of each stroke – legally.
- Competing at swim meets at a rate of about once per month.
- Be able to swim 1,500- 2,000 meters per practice.
- Beginning interval training and use of a pace clock.
- Swimmers start to demonstrate an understanding of sportsmanship, respect for competitors, respect for coaches and respect for teammates during practice and at swim meets.

Age Group:

The main focus of the Age Group is increased skill and technique development. Swimmers will focus on proper stroke mechanics in all four strokes as well as starts and turns. Swimmers will have an understanding of the importance of correct head and body positions, use of a strong and consistent kick for all four strokes, and streamlining. Swimmers will be introduced to more advanced drills for each stroke. Swimmers will be introduced to basic goal setting, basic race strategies, and pacing. Swimmers will continue to learn about good sportsmanship, respect for their competitors, respect for coaches and for their teammates.

To qualify or advance to Age Group:

- Swimmers must be able to demonstrate both a proficient and efficient freestyle stroke.
- Swimmers must be able to understand more complicated interval sets and use pace clock.
- Swimmers must be capable of completing repeated 200 freestyle and backstroke swims with proper flip turns, demonstrating streamline and dolphin kicks off every wall.
- Must demonstrate knowledge of a proficient breaststroke technique and must be capable of completing repeated 100 yard/meter swims with legal turns and pullouts.
- Swimmers must be capable of completing repeated 50 butterfly swims with legal turns.
- Swimmers should be able to complete 10 x 100 Freestyle on the 2:00.

Group Descriptions *(continued)*



Age Group *(continued)*

- Swimmers should be able to complete 10 x 100 IMs on the 2:30.
- Swimmers must be capable of swimming 2,500 – 3,500 yards/meters per practice.
- Swimmers must demonstrate an understanding of sportsmanship, respect for competitors, respect for coaches and respect for teammates during practice and at swim meets.
- Swimmers must demonstrate a positive attitude towards the sport of swimming and a good work ethic.

Goals of Age Group:

- 80% practice attendance.
- Consistent streamline technique with 4 -5 dolphin kicks off each wall.
- Successful completion of a test set of 10 x 100 freestyle on the 1:45 interval demonstrating consistent streamline technique and 4 to 5 dolphin kicks off every wall.
- Complete a kick test set of 10 x 50 flutter kick on the 1:05.
- Successful completion of a test set of 5 x 200IMs on 3:45 with legal turns and proper technique.
- Compete in a 400 IM.
- An understanding of interval training and how to use pace clock.
- Commit best times to memory.
- Introduction to basic goal setting.
- Introduction to basic pacing and race strategies.
- The capacity to comprehend coaches' feedback and apply to technique.

Group Descriptions *(continued)*



Junior Group

The Junior Training Group consists of the club's most advanced and accomplished age group swimmers. Swimmers in this group strive to advance to the Senior Training Group and to achieve time standards that will allow them to compete at a regional level within USA Swimming. All previous technical instruction will be continued and advanced with an increased emphasis on more challenging aerobic and anaerobic training. Swimmers are exposed to more practice hours, distance swimming and higher levels of competition.

To qualify for or advance to the Junior Group:

- Minimum 80% attendance is required.
- Swimmers must be capable of swimming 4,500 – 5,000 yard/meter practices on a regular basis.
- Swimmers must demonstrate consistent streamline technique and 4 to 5 dolphin kicks off every wall in freestyle, backstroke and butterfly throughout an entire practice.
- Swimmers must be able to complete a 10 x 100 freestyle on the 1:45 interval or faster demonstrating consistent streamline technique and 4 to 5 dolphin kicks off every wall.
- Swimmers must be able to complete 5 x 200 IMs on 3:45 or faster with legal turns and proper technique.
- Swimmers should have an understanding of basic goal setting.
- Swimmers must be able to comprehend coaches' feedback and apply to technique.
- Swimmers must be able to understand more complex intervals and demonstrate proper send-off times.
- Swimmers must demonstrate an understanding of sportsmanship, respect for competitors, respect for coaches and respect for teammates during practice and at swim meets.
- Swimmers must demonstrate a positive attitude towards the sport of swimming and a good work ethic.

Group Descriptions *(continued)*



Goals of Junior Group:

- 80% practice attendance.
- Long and short term goal planning - swimmers should have best times and goal times memorized.
- Introduction of basic leadership skills.
- To understand why pace is important and to be able to pace swims with some accuracy.
- 400 IM, 1650/1500, and 200s of every stroke are expected to be swum in meets.
- Completion of a test set of 10 x 100s freestyle on 1:30 in meters demonstrating consistent streamline technique and 4 to 5 dolphin kicks off every wall surpassing the backstroke flags before breakout stroke.
- Completion of a test set 10 x 100s Kick on 2:10 in meters.
- Completion of a set of 4 x 400 IMs.
- Swimmers should be able to perform higher level competitive starts demonstrating streamlining, advanced underwater work and effective breakout strokes.
- Understanding of different effort levels and pace speeds and how to apply them.
- Learn advanced turn techniques.
- Demonstrated ability to figure out complex interval sets with accuracy.

Group Descriptions *(continued)*



Senior Training Group

The Senior Training Group consists of the club's elite senior swimmers. Swimmers in this group strive to achieve time standards that will allow them to compete at the regional and national level within USA Swimming. Advanced skill development will continue to be refined with an increased emphasis on challenging aerobic and anaerobic training. Leadership skills are introduced and expected to be implemented. Dryland conditioning is part of the training program. Swimmers are expected to attend most practices, all meets, and other mandatory events as they are setting an example for the rest of the team.

To qualify for or advance to the Senior Training Group:

- Swimmer must be capable of swimming over 6,000 meters per practice while remaining technically sound.
- Swimmer must be able to complete 10 x 100 freestyle on the 1:30 in short course meters.
- Swimmer must be able to complete 10 x 100 kick on 2:00 in meters.
- Swimmer must be able to complete 4 x 400 IMs while technically sound with legal turns and legal butterfly for entire set.
- Swimmer must have the ability to maintain and demonstrate complex interval work with near perfection.
- Swimmer must demonstrate the ability to motivate others as well as themselves.
- Swimmer must demonstrate an understanding of sportsmanship, respect for competitors, respect for coaches and respect for teammates during practice and at swim meets.

Group Descriptions *(continued)*

Senior Training Group *(continued)*

Goals:

- 85% practice attendance.
- Advanced goal setting strategies.
- Application of advanced race strategies.
- Ability to use advanced pacing techniques.
- Ability to complete a 7,000 -8,000 meter practice while technically sound.
- To compete at the Sectional and National level.
- To swim at the collegiate level.



Registration Procedures



Our on-line registration is available for all members and will give you access to your own private account that will enable you to:

- Easily sign up your swimmer for the upcoming season,
- Sign up for meets,
- View your swimmer's times history and comparison to various time standards,
- Maintain your contact information
- View all your billing and account details

To register you will go to our home page at www.naac.ws . Click on "Start Registration in the left hand column to register. Simply follow the instructions. Your swimmer will be officially registered and given "active" status once auto-pay information and registration documentation has been received and reviewed by our Webmaster. You will have to pay the USA Swimming registration fees at the time of registration. Multiple swimmer discounts may be applicable and two payment plans are available as described in the Fee Structure section.

Note that at the time of registration you will be asked to read and agree to the following policies and waivers:

- Medical Release Waiver
- Liability Waiver
- Verification that you have read and agree to the Parent Handbook policies and procedures
- Travel Policy
- Code of Conduct
- Photo/Video Waiver

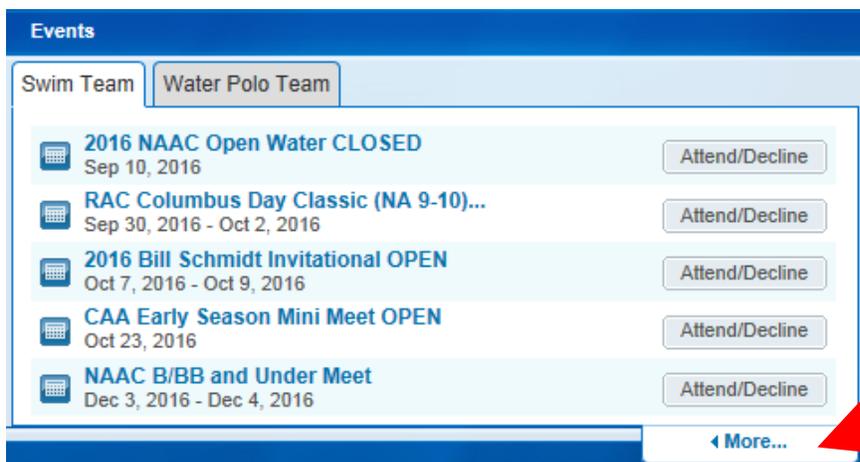
In addition, you will download and print out the parking pass application if you are attending practice at the Naval Academy. This will give you drive on access to the Naval Academy and allow you to park your car on the yard. Separate instructions will be provided as to how to submit your application. Due to the privacy of the information of the application and the somewhat complex process to get the passes completed, PLEASE FOLLOW THE INSTRUCTIONS CLOSELY AS IT MAY RESULT IN A DELAY OR FORFEITURE OF YOUR PASS.

Meet Entry Procedure

You will be able to use your NAAC TeamUnify On-Line Account to Sign Up for Meets. To start, sign on to TeamUnify.



BE SURE YOU ARE ON THE HOME PAGE. Find the meet. It may be listed right on the NAAC Home Page if it is coming up soon. Otherwise, click on the More tab to find it.



Meet Entry Procedure *(continued)*



Click on the name of the meet. You could just click on attend/decline, but then you won't be able to see any instructions or the meet notice.

October
7
2016

2016 Bill Schmidt Invitational OPEN
 Oct 7, 2016 - Oct 9, 2016
[\[Edit\]](#)

Edit Commitment

7th Annual Bill Schmidt Invitational Oct 7-9, 2016 York Aquatics
 Graham Aquatic Center 543 N Newberry Street York, PA 17404 Meet
 Limit 4 events per day / 10 total Team Hotel: Hampton Inn 1550
 Mount...

Select Attend/Decline to commit your swimmer to days/sessions you will attend. (Once you have committed, the tab will read Edit Commitment when you revisit it.) **Click on your swimmer's name.**

Meet Name: [5th Annual Bill Schmidt Memorial Invitational](#) Location: York YMCA's Graham Aquatic Center Course: YSL Meet Type:

Start Date: 10/10/14 End Date: 10/12/14 Age Up Date: 10/10/14 Use Date Since: 1/1/70

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Event Declaration Setting: Commit by Session >> Edit	Maximum Event Entry Limitations >> View
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

[View/Edit All Meet Events](#)

[Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Sandy Avery *Active	⊘ Undeclared		

After you click the swimmers name you get this screen.

Member Athlete: Sandy Avery

Event: York Invitational (Oct 10, 2014 - Oct 12, 2014)

Important Notes: Limit 4 Individual Meet Entries Per Day
 Friday, Session 1 is 9 & Older
 Saturday and Sunday - Sessions 2&4 are 13 and Older / Sessions 3&5 are 12 and under

*Signup Record: --SELECT--

Notes: --SELECT--

Yes, please sign [Sandy] up for this event

No, thanks, [Sandy] will NOT attend this event

Maximum characters: 256

Meet Entry Procedure *(continued)*



Click either Yes, sign up for this event **(if you are attending any sessions)** or No, swimmer will NOT attend the meet. If you click attend, you get to pick your sessions.

A screenshot of a web form titled "Athlete Event Signup - By Day/Session". The form is divided into several sections. At the top, it shows "Member Athlete:" and "Event: York Invitational (Oct 10, 2014 - Oct 12, 2014)". Below this is a red-bordered box for "Important Notes" containing text about entry limits. A red arrow points from this box to a "Yes, please sign up for this event" button. The next section contains event details: "Meet Name: 5th Annual Bill Schmidt Memorial Invitational", "Location: York YMCA's Graham Aquatic Center", "Course: YSL Meet Type: Invitational", "Start Date: 10/10/14", "End Date: 10/12/14", "Age Up Date: 10/10/14", and "Use Date Since: 1/1/70". Below these are several checkboxes for "Enforce entry based on [Qualify Times]: No", "Restrict entry [Best Time] to same [Meet Type]: No", "Event Declaration Setting: Commit by Session", "Maximum Event Entry Limitations", "Allow Course Conversion for Relays: No", and "If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No". The "Please select the Days/Sessions that this Athlete would like to attend below:" section has a list of checkboxes: "Day 1/Session 1" (checked), "Day 2/Session 2" (unchecked), "Day 2/Session 3" (checked, with a red arrow pointing to it), "Day 3/Session 4" (unchecked), and "Day 3/Session 5" (checked). At the bottom, there is a "Notes:" text area with a character limit of 250 and a "Save Changes" button.

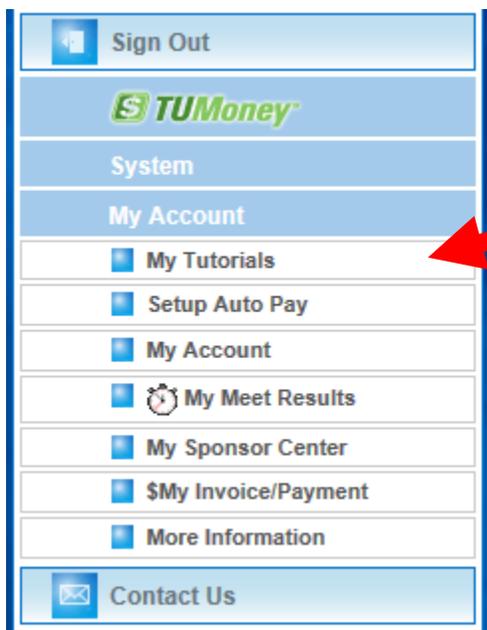
There is a section for notes. Your coach will see these when he/she is selecting events for your swimmer. That is a good place to request an event your swimmer particularly wants to swim, to let your coach know you may not be able to stay for relays, etc.

Be sure to click Save Changes. Your swimmer is committed for the meet.

Once the coach chooses the events and approves them you can revisit the Edit Commitment button of a meet to see what your swimmer will swim. Approved events have a red check mark next to them.

Meet Entry Procedure *(continued)*

Please take some time to view the other great things TeamUnify can do for you and your swimmer. From the home page, click on My Account and take a few minutes to view My Tutorials



Swim Meets - What to Expect



Before the Meet:

- Be prepared, attend practices, get adequate rest, eat a light breakfast (juice, toast, fruit)
- Know what events you are swimming

At the Meet:

- Arrive 15 minutes before the start of warm-ups
- Locate where the team will be sitting
- Purchase the program or Meet Mobile
- Be ready to swim with suit, cap, goggles

During the Meet:

- After warm ups get dressed in team shirt, shorts, sweats or other comfortable and warm gear
 - Listen for your event to be called
 - Know what heat and lane you are assigned---do not be late to the starting block!
 - Report to your coach before and after your event
 - Swim Fast!—Have Fun!
 - Eat a snack and hydrate often

What to Bring to a Meet:

- Team suit, competitive suit and another back up suit
- Team Swim cap with your name on it
- 2 pairs of adjusted goggles
- Team shirt, shorts, sweats or other warm/dry gear
- Towels
- Folding chair
- Drinks and healthy snacks—No candy or soda!

Communication



NAAC's primary methods of communication are email and the team website, www.naac.ws/. The website includes calendars, the parent handbook, news, events your on-line account access, job sign-ups and other information. You can access your swimmer's best times by signing in, clicking on your account and click on My Meet Results. NAAC encourages open communication. Please feel free to email coaches or board members. Contact information is on the website.

Email

Email will be used to send newsletters and other information to inform parents/guardians and swimmers of upcoming events, practice times and other information. **Be sure to keep your email address current on the website.**

Meetings

Executive Committee and General Membership Meetings

Monthly Executive meetings along with General Membership meetings are defined in our ByLaws. The ByLaws are available on the website.

Mandatory Returning and New Parent Meetings

A 1-2 hour meeting will be conducted at the beginning of each year. This meeting will include information relevant to returning and new families. Administrative policies will be explained along with practice and meet expectations. The Head Coach shall provide an overview of the prior year along with a prospective plan for the upcoming year. This is **MANDATORY** so all NAAC families must have an adult representative in attendance.

Concerns

As in any large organization involving significant numbers of families, NAAC cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise. If you have concerns about your swimmer(s) please contact your swimmer's coach. If you believe the matter was not resolved to your satisfaction, please contact the Head Coach. If you still do not have a satisfactory resolution or if you have a concern about the administration of the club, finances, other swimmers' behavior, other parents'/guardians' behavior, or other related matters, please contact a board member. Your concern will be discussed at the following Executive Committee meeting.

Fee Structure



Registration Dates: Annual Registration for returning and new swim and water polo athletes takes place in July.

Electronic Payment Platform: We are pleased to offer electronic payment processing and registration. This process is simple for both new and returning members. You'll get access to your own private account that will enable you to easily register, declare for swim meets, sign-up for jobs, view your children's swim times, and much more.

Registration Fee: The NAAC registration fee is \$110.00 for each swimmer and \$100.00 for each Water Polo player. There is no discount for multiple children in a family. This fee covers the insurance premium required by U.S. Swimming / U.S. Water Polo for each athlete. This fee is payable at the time of registration and is nonrefundable.

Program Fees: Program fees are payable at the start of the season. Registration is completed on-line. Members are encouraged to pay in full at the time of registration and must use a credit or debit card. Checks will not be accepted.

A three-payment installment plan is also offered for all groups except Novice B Lite. The first installment is due upon registration, the second by November 1, and the third by January 1. Parents using the installment plan should keep in mind that they are obligated to pay the full program fee regardless if their son or daughter completes the session. In addition, if you chose the installment plan, you must keep a credit card on file and allow the payment to be automatically charged to your credit card.

Meet Entry and Tournament Fees: Swim meet entry and water polo tournament fees are invoiced on a per event basis and are charged to your credit/debit card on file on the first of each month. Meet/Tournament entry fees are not refundable under any circumstances.

Work Credit Escrow: Each new swim family deposits \$150 in the Work Credit Escrow Account at the time of registration. (view Family Work Obligation for further details).

Family Discount: NAAC offers reduced fees for families with multiple members. **In order to receive the discount, all family members must be registered at the same time.** The first child in a family pays the highest group fees of all children in the family. We give a \$100 discount for 2 athletes, \$200 for three athletes, \$300 for four athletes and \$400 for five athletes. The

Fee Structure *(continued)*



installment schedules are detailed in the "Installment Plan" link on the team's website. The family discount is calculated and deducted at registration or from the first installment.

The fees for those families joining after January 15th are not reduced for multiple children in the program.

Mid-Year Move-Ups: Criteria for advancement is described for each group in the Group Descriptions section of this handbook. A mid-year move-up impacts the athlete's registration fee on a prorated basis. This proration assumes that the Age Group, Novice A, B and B Lite are 9 month programs and the Junior and Senior groups are 12 month programs. The prorated increase shall be charged to the athlete's account and shall be due the 1st of the next month following the move-up. The work credit obligation for the athlete's family shall not change.

Late Fees: A late fee of \$20.00 per swimmer will be charged if a payment is not received within ten days of the due date. Please ensure that you have an active credit/debit card on file at all times. If payment is not received within two weeks of the due date, you will be notified via email and your son or daughter will not be allowed to practice or compete until all past-due fees are paid. Any member who falls 30 days in arrears of any financial obligation to the club may be dropped from the rolls of membership, forfeiting all rights accruing there under.

Refund Policy: An athlete who withdraws from the team and notifies the Head Coach via email by November 15 is entitled to a 50% refund of the full-season program fee, even if they withdraw before practice starts. After November 15, no refunds will be given. USA Swim and Water Polo registration fees are nonrefundable at any time. All meet fees are nonrefundable even if the athlete withdraws before the meet takes place. The Head Coach is responsible for notifying the Treasurer, Webmaster, Work Credit Coordinator and Registrar of any withdrawal.

The program fees for military families with PCS orders, or other swimmers with medical problems (doctor's note required), will be refunded a prorated amount for fees already paid only if approved by the Executive Committee. Request for a refund under these circumstances must be in writing.

Mid-Year Withdrawal and Refund Policy



On or Before November 15th: An athlete who withdraws from the team and notifies the Head Coach via email by November 15 is entitled to a 50% refund of the full-season program fee (excluding the Registration fee of \$110), even if they withdraw before practice starts. In addition, any unworked credits will be waived. The work credit escrow account balance shall be refunded if there are no outstanding balances due.

After November 15th: No refunds will be given and the work credit obligation shall be prorated based on the total meet credits expended to date as a percentage of the total for the year. After prorating the credits due, if there are any unworked credits, the escrow account shall be charged first at \$100/credit. The athlete shall be obligated to pay any net outstanding balance on registration fees, credit obligations and meet fees after the escrow account is applied. If there is a positive balance in the escrow account, it shall be refunded to the athlete.

All Early Withdrawals: USA Swim and Water Polo registration fees are nonrefundable at any time. All meet fees are nonrefundable even if the athlete withdraws before the meet takes place. The Head Coach is responsible for notifying the Treasurer, Webmaster, Work Credit Coordinator and Registrar of any withdrawal.

Family Event Support

NAAC hosts several swim meets during the year that provide substantial competitive and financial benefits to the club. However, these events are labor intensive and require over 5,000 volunteer hours to execute. In addition, we are expected to provide timers, officials and safety marshals for certain away meets which adds another 500-600 volunteer hours. **B o t t o m L i n e** ---- NAAC families must donate a substantial amount of their time for the meets to run successfully. These are our kids, our athletes and our future. Family volunteering is an opportunity to model Navy P.R.I.D.E. in a meaningful way to our children.



A detail schedule for the upcoming season's work credits will be posted on the website. This schedule is an estimate of what will be required for each meet and job function. It may change from time to time based on actual needs. Please find a further discussion and FAQs regarding the work credit policy in the following pages.

Family Event Support FAQs



What kind of work is required?

All NAAC swim team families are required to work a specified number of sessions each season. A session is roughly a four-hour block of time. The positions that must be filled at each swim meet include timers, set-up & tear-down, safety marshals, stroke-and-turn officials, announcers, hospitality workers, and computer operators. While NAAC families can work any positions for which they are qualified -- some positions require special training or certification, such as computer operators and meet officials -- most families will work as timers since that is the largest group of work slots to fill.

What are the work requirements for each family?

Group	Total Credits
Senior	8
Junior	8
Age	8
Nov A	5
Nov B	2

The number of sessions each NAAC family must work depends on the swimmer's training group. *Families with two or more swimmers in the club will only have to work a maximum of 10 credits. The exception if a parent has 1 Nov A and 1 Nov B their total credits will be 7. If they have 2 Nov B their total credits will be 4. Any total that is less than 10 will only need to work those hours.*

While parents normally fill the work positions, other NAAC family members can work as timers, as long as those family members are at least 13 years old.

What financial arrangements are connected with the parent work-obligation policy?

When first registering with the club, each NAAC swim team family deposits \$150 in the Work Credit Escrow Account. This money will remain in the fund until the family leaves the club.

For each session short of the requirement, the family will be billed \$100. Any unpaid balance remaining at the end of the season must be paid prior to registration the following year.

Family Event Support FAQs *(continued)*



For example, if the family of an Age Group swimmer works two sessions over the course of a season. Since that's 5 sessions short of the requirement, the family owes the club \$500. If the family happens to be leaving the club, the family forfeits its \$150 deposit and will be billed the additional \$350 by the club treasurer.

The \$150 deposit for families that meet all of their work obligations will roll over from season to season and be returned to the family when they leave the club if no balance is due on work credits or registration payments.

If a family exceeds the work requirement for the season, they will be reimbursed by the club at a rate of \$50 for each session over the requirement.

For example, if a family of a swimmer in the Junior Group works 8 sessions over the course of the season – one session more than required - the family will receive \$50 from the club.

How does the sign-up process work?

The signup for each meet is handled electronically through the NAAC website. Notice of the signup will be made by email to each family approximately two weeks prior to the meet. Members of the board may sign up ahead of the work credit schedule being posted on line. No other pre-posting signups are allowed. In addition, Mini Meets are reserved for Novice parents and can only be worked by parents with swimmers in other groups if there are still openings 48 hours prior to the meet.

There are five steps involved:

1. Log in to your club's account with your user name and password
2. Click on the appropriate meet under the events tab
3. Click the work signup tab and a list of available jobs will appear
4. Click the box next to each available position you would like to fill. *At this point, you can sign up for no more than two sessions.*
5. Click the signup button and your name will appear next to those work positions.

If openings remain 48 hours before the start of the meet, all families will be notified and you can then return to the signup site and volunteer for additional sessions, up to 1 credit unless otherwise specified. If there are still openings 24 hours before the start of the meet, any family can fill the openings even if they have already met the number of sessions required for the season.

Family Event Support FAQs *(continued)*



Families that fail to sign up for work positions can show up at Lejeune the day of the meet with the hope of covering sessions that remain unfilled. The Meet Director must approve any last-minute signups.

Is each family guaranteed two work sessions per meet?

No. It's first-come-first serve. History indicates that work sessions fill up promptly for meets early in the season, while sessions for meets in the spring often aren't filled completely until the day of the meet. ***The bottom line is that every family will have a chance to fulfill their work requirement, though not necessarily at the meet they prefer or at a meet their child is participating in. PLEASE PUT THE MEETS ON YOUR CALENDAR WHEN THEY ARE POSTED TO THE SCHEDULE, SO THAT YOU KNOW THERE IS A CHANCE YOU COULD BE VOLUNTEERING A SESSION OR 2 ON THOSE DATES.***

How is the accounting of work sessions handled?

The NAAC work credit coordinator will track the number of sessions each family works based on documentation supplied by the meet director. Each family can check on the credits awarded by going to their club account. Within a week or so of the conclusion of each meet, an email will be sent to all families notifying them that the latest work credits have been posted in their club's account. Each family must verify the number of credits and notify the work coordinator within one week of receiving the email of any possible mistakes. To check on your credits:

Log into your account at www.NAAC.ws

- In the left hand column, click on My Account>>\$My Invoice/Payment
- Click on the "Service Hours" tab in the center of the page
- You should then see all the service hours that you have worked

Families must contact the work coordinator within this timeframe. No appeals will be heard afterward. While this might seem harsh, trying to retrieve paperwork two or three months after a meet in an attempt to verify whether sessions were worked typically creates more questions than answers.

Any other important rules?

Yes, two:

1. Parents must work a full session to receive credit. There is no partial credit. Leave before the session is over and no credit will be given.
2. Also, a family cannot donate work credits to another family after the fact. However, any family who wishes to work for another family can do so simply by working a session the other family signed up for.

What about emergencies?

The club's executive committee will hear appeals of families with issues that prevented them from meeting their work requirements.

Parent Job Descriptions



NAAC can only function with the dedicated commitment and support of ALL of our team parents. Parent jobs are a required part of the swim team commitment. There are three types of jobs: Board Positions, Committee or Coordinator Roles and Individual jobs.

Board Positions: Key leadership roles for the team which may require significant time commitment. With the exception of the treasurer, who receives the maximum credits, no other board position is eligible for credits

Committee and Coordinator Roles: Depending on the commitment, various credit levels are assigned to these jobs.

Individual Team Jobs: These jobs are typically limited to a single meet or event and typically require a 4-5 hour commitment which is 1 work credit.

BOARD POSITIONS

All board positions require a significant amount of time including 12 monthly meetings along with GM meetings and other meetings that shall be necessary.

President

- Preside over all meetings of the Membership and the EC
- Act as Chairperson of the EC
- Sign all official documents and execute contracts and agreements
- Generally perform such duties as generally devolve upon a chief executive officer

Vice-President

- Performs all duties incumbent upon the president during the absence of the President
- Oversees at least one committee or special project during the year

Parent Job Descriptions *(continued)*



Treasurer

- Maintain all bank accounts. Select banks, sign checks, deposit checks and cash, invest excess funds. Obtain and review all bank statements for all bank accounts.
- Oversee all financial transactions. Review all invoices, payroll and expense reports, rental, coaches and other contracts and all other cash disbursements. Insure that all payments are made according to contractual terms and conditions; manage cash flow to insure that all bills can be paid on time.
- Supervise the bookkeeper who is responsible for maintaining Quick Books, cutting all checks, processing bi-monthly payroll, reconciling all on-line payments and preparing all annual audit and tax support documents.
- Obtain a Quick Books file for the monthly closing. Review all transactions posted to the General and Subsidiary Ledgers. Insure that transactions are approved and that the proper accounts are posted.
- Report each month on actual results vs. budget along with a full year forecast vs. budget. The full year forecast should be updated at least quarterly. Keep the board and membership informed of key financial events, trends, concerns and assessment of fiscal health. Provide Head Coaches with solid financial information to support operating decisions, hiring etc.
- Engage an independent accountant to prepare an annual audit and tax returns. Oversee the preparation of the annual audit report and the tax filing.
- Oversee the development of and adherence to the organization's financial policies.
- Credit: All work obligation credits.

Secretary

- Custody and care of Club records
- Record and maintain the minutes of the EC, General Membership and special meetings
- Send out notifications of meetings to the General Membership pursuant to by-laws
- Oversees at least one committee or special project

Parent Job Descriptions *(continued)*



Member-At-Large (4)

- Acts as the direct representative of the General Membership to the EC
- Serves as committee member of at least one committee as assigned by the President

Naval Academy Representative

- Senior military officer attached to the USNA and an athlete member in the Club
- Acts as the liaison between NAAC and USNA
- Member of the Parking Pass Committee and carries out the duties of the vetting officer

BOARD COMMITTEES

The Committees will change from time to time based on the needs of the board. Below is a list of committees that are expected to be filled in the 2015-16 season. According to our Bylaws, Members At Large are required to fill at least one committee chair position during the year.

Budget Committee:

- Reviews and makes recommendations for the annual budget.
- Oversees expenditures; provides head coaches with expenditure authority within the budget, recommended by the committee and approved by the board.
- Assures internal controls, financial analysis, and independent audit.
- Reports monthly to the Executive Committee on the financial position and prepares periodic (recommended quarterly) forecasts for the Full Year.

Nominating Committee:

- Identifies potential board members, maintains information about each candidate, cultivates and recruits new board members.
- With the board president, evaluates individual board member's commitment, support, and participation in governance duties and considers eligibility for re-election.
- Strives for a diverse and well representative board.
- Solicits candidates as prescribed by the by-laws and presents a proposed ballot to the EC each March.

Parent Job Descriptions *(continued)*



Board Governance:

- Understands the club's mission and goals, and ensures that all board members do, as well.
- Develops and updates board members' responsibilities and/or job descriptions.
- Reviews By-laws on a regular basis.

Risk Management, Legal and Safety Committee:

Risk Management:

- Assess and monitor material risks or exposures associated with the conduct of NAAC business.
- Assess and monitor the internal risk management processes or systems implemented to identify, mitigate, monitor or otherwise manage such risks or exposures.
- Assess and monitor NAAC's policies and procedures for risk management and compliance.
- Review and evaluate insurance policies each year to determine adequacy of coverage and to ensure that all NAAC activities fall within the bounds of the coverage. Report recommendations to the EC annually with appropriate interim updates.

Legal:

- Deal with all legal matters within the scope of NAAC business activities and recommend when it is appropriate to seek outside counsel.
- Review all employment contracts.
- Review leases and other transaction contracts.
- Provide advice from time to time on NAAC matters.

Safety:

As defined by USA Swimming this committee is responsible for the following:

- Raise safety awareness in all NAAC activities. Execute a safety action plan for facilities that is understood by all coaches, athletes and volunteers.
- Lead a "safety first" environment and manner of operating all NAAC business.
- Promote safety education programs for swimming.
- Coordinate and ensure that the safety education requirements for membership are available and implemented.

Parent Job Descriptions *(continued)*



COORDINATOR POSITIONS

Parking Coordinator:

- Manages all parking applications and interface with the Naval Academy Representative (NAR)
- Reviews membership applications for accuracy and approve for submission
- Logs all applications submitted to the NAR, monitor all open applications and check off as completed.
- Manages parking applications and distribution for home meets (coaches and officials)

Swim-A-Thon Coordinator:

- Develops plan and timing of the event (including base event and special features)
- Draft event budget and confirm expectations with the board
- Gathers existing documentation of like events as a basis for event design
- Identifies charitable organizations that may be considered as partners for event
- Develops corporate sponsorship packets for use in soliciting sponsorships for area businesses
- Solicits corporate sponsors according to funding plan

Webmaster/ Team Unify Coordinator:

- Maintain all aspects of the team website
 - Maintain all information on the team website as needed. Webmaster is the team expert on all aspects of the website functionality.
- Setup and process all registrations for both swim team and water polo team
 - Team has several registrations throughout the year for different groups and different sessions. Webmaster sets up system, monitors registrations, processes registrations and closes system.
- Maintain all membership data in the system and ensure that all data is accurate and up to date
 - Add, change and delete member data as required. Periodically monitor all data to ensure that it is correct. Webmaster is responsible for maintaining accuracy and data integrity of all membership data in the system.
- Provide assistance to coaches and families on use of website
 - Provide instructions and answer questions for coaches and families for use of all aspects of the team website including registration process, maintenance of account information, use of email system, and financial information.

Parent Job Descriptions *(continued)*



- Generate membership reports as needed
 - Provide reports on membership data, including USA Swimming Registration reports to water polo and swimming coaches, as well as to Board members when requested.
- Develop and maintain Webmaster Procedure Manual
 - Maintain Webmaster Procedure Manual which documents Webmaster tasks in detail
- Develop and maintain documentation on use of team website
 - Maintain documentation for coaches and members on use of team website
- Report to the board 1-2 times per year on progress, issues and plans

Parent Role Coordinator:

- Inventory and understand all team parent job requirements for the swim season: away meets, home meets, invitational meets and committee jobs. This is done with the Meet Director and reviewed for each meet and each year.
- Load job requirements into Team Unify with appropriate credit values
- Update job requirements throughout the year for mid-year registrations and withdrawals
- Assist families with understanding job requirements
- Monitor upcoming event volunteers and communicate any volunteer needs to Meet Director prior to each meet
- Produce a post-meet report summarizing meet volunteering and the position by family through the past meet
- Review year end work obligations fulfilled, unfulfilled and accounts with overages. Ensure balances are accurate. Report balances to accountant for final disposition.
- Report to the board 1-2 times per year on progress, issues and plans

Social Coordinator:

- Establish calendar of team social activities with a goal of conducting 3 social events per year
- Coordinate all team social activities. Options include parent social (solicit parent home to host, coordinate invite and contributions), team bowling (coordinate with bowling alley, coordinate invite), PASTA feed (coordinate location, potluck sign-ups, activity sign-ups and invites), away meet snack/refreshment table, age group outings and end of the season banquet. Could combine with fundraising to have a team dine-out night at a local restaurant
- Solicit and direct support needed for event planning and execution
- Report to the board 1-2 times per year on progress, issues and plans

Parent Job Descriptions *(continued)*



Team Gear Sales Coordinator:

- Assist in creating a projected profit position for gear sales for the coming year, based on a plan for sales reviewed with the board president and treasurer
- Design and select team t-shirts, warm up suits, caps, and other offerings Design and select spirit wear offerings: t-shirts, sweatshirts, sweatpants or PJ pants, tank tops, parka, towel, visors/hats, backpacks/bags, etc.
- Design and select coordinating coach's apparel: polo shirts, tank tops
- Research vendors, pricing and ordering logistics. Negotiate pricing and timing
- Communicate ordering and fitting logistics with team. Coordinate fitting sessions
- Facilitate orders and order fulfillment with selected vendor (ensure timely delivery to team members)
- Design and select team suit, facilitate orders and order fulfillment
- Coordinate pop-up sales stations at agreed meets
- Record sales in point-of-sale application for all cash & credit transactions
- Reconcile cash and credit card deposits with gear sales
- Report to the board 1-2 times per year on progress, issues and plans

Registrar:

- Act as NAAC's representative to MD Swimming.
- Register individual swimmers by Age Group in September (except Masters)
- Process all transfer forms to/from other teams and send to MD Swimming
- Verify that all coaches' requirements are current (CPR, Safety Training, Athlete Protection and background checks)
- Notify all coaches of any certifications that are set to expire in the next 90 days
- Follow up with coaches to ensure recertification was achieved

Awards Coordinator:

- Orders, inventories and manages all awards for home meets
- Prints, attaches and files ribbons for all meets in a timely manner
- Arrange awards by swim group for distribution
- Orders end-of-year awards (including trophies and blankets)

Parent Job Descriptions *(continued)*



Hospitality Coordinator:

- Plan and coordinate all hospitality for all home meets.
- Order all meals, shop and deliver/setup all snacks, drinks etc.

Official Coordinator:

- Coordinates all aspects of the wet and dry side of swim officiating. Adheres to all the protocols and rules set forth by USA Swimming and Maryland Swimming
- Recruits new officials (including a presentation to the general membership)
- Assists officials in registration process for Maryland and USA Swimming such as paperwork, background checks and annual clinics
- Ensure officials' credits are added to USA Swimming database
- Acts as point of contact for NAAC regarding any and all swim officials (NAAC & Maryland Swimming Officials)
- Maintains current officials and positions list for the NAAC BOD
- Maintains a list of all officials who are able to run clinics for the club

Hotel Coordinator:

- Reserve room blocks for away meets according to the meet schedule
- Provide adequate lead time for parent/coach bookings
- Communicate room booking availability/deadlines to coaches
- Reserve coaches away-meet rooms using NAAC debit card

Team Photographer

- Responsible for attending sessions for all age groups and taking representative photos for the team website
- Ensures that all team members are photographed and that the photo database has adequate photo coverage for use for internal and external purposes

Safety Coordinator

- Must be a registered USA Swimming representative
- Attend all home meets to ensure meet set-up meets all safety standards
- Oversee home meet operations to ensure a safe environment exists at all times
- Coordinate any additional assistance needed to maintain safety at home meets
- Document safety incident reports when required

Parent Job Descriptions *(continued)*



Group Ambassador Coordinator

- This person is responsible for finding volunteers to act as Group Ambassadors for the following practice groups for a period of one year:
 - Novice B Lite/Novice B (combined)
 - Novice A
 - Age Group
 - Junior Group
- Create a Google Group for each of the above-mentioned practice groups and help the Group Ambassadors manage membership, answer Google Group issues/questions, and be co-administrator of all Google Groups with their respective Group Ambassador
- Assist Group Ambassadors carry out their role of:
 - Facilitating the flow of communication between practice group parents through a Google Group
 - Ensuring all group parents are members of the Google Group, understand how to access it, and what topics / questions should be addressed there
 - Facilitating the integration of new parents to their practice group: answer membership inquiries, general team information, registration questions, family work obligations, and group specific questions
 - Answering basic questions on the Google Group, through email, or in person. For specific questions, direct parents to a NAAC resource that can help. **All swimmer questions should be directed to the head practice group coach**
 - Assisting other committees on group specific activities or responsibilities (e.g. distribution of gear)

INDIVIDUAL MEET JOBS

Meet Director

- The meet director's main responsibilities include, but are not limited to: preparing and distributing meet notices, organizing meet jobs, and distributing final results. The director should remain the overseer of all activities including but not limited to: oversee set up, take down, help prepare desk, check in workers, locate/place missing workers.

Parent Job Descriptions *(continued)*



- In charge of operations of home meet from start to finish, which includes set-up of equipment the day before meet.
- Meet director arrives prior to warm-ups to ensure building is unlocked & facility is ready to go. You are at the facility at all times. At conclusion of meet, Meet Director assists with break-down of equipment, cleaning of facility, collecting of lost & found items, putting all items away in proper places & closing down facility. Typically - you are the last person to leave.
- As the Meet Director, you are responsible for all volunteers & ensuring that every slot is filled prior to the meet. Then you monitor that all volunteers check in & out when supposed to during the meet. This includes lifeguards & making sure they complete the necessary paperwork to make sure they get paid. If not, you attempt to call them. This job may be shared with the Assistant Meet Director (see below).
- Meet Director will walk through facility to check on various areas- merchandise sales, hospitality, concessions, cleaners & bathroom/locker room facilities. It is your responsibility to make sure that everyone has what they need- that things are in working condition & if not, you call Nicole Roberts (at the time of publication 6/2015, 301.875.6911) to get assistance with a facility problem. She will call the Duty Officer to have someone come to the pool to fix the problem.
- Should there be a “safety” incident, the Head Safety Marshal will fill out a report & let Nicole Roberts know as well. This needs to be filed with MD Swimming. If someone vomits in the pool, stop the meet & call Nicole Roberts, as she will call the Pool Operator. Any swimmer who has VOMITED needs to leave the meet, regardless of the reason for vomiting. The Head Official knows this as well.
- Assist Head computer manager with anything he/she needs.
- Be on deck at all times to answer any questions coaches, officials, swimmers have.
- Help to keep parents off deck.
- Assist with maintaining control of the meet- transition of sessions: posting results, putting out heat sheets, positive check-ins, handing out awards if needed to coaches at end of meet, monitoring lifeguards on duty, etc.
- Paperwork to turn in to Nicole Roberts at end of meet: Original timeline, lifeguard paperwork for payment, any copies of safety forms filled out, any other correspondence that transpired during course of meet.

Assistant Meet Director

- Assist meet director in meet preparation (set-up equipment, post trash-signs), etc.
- Assist meet director at meets (assist with set up, take down, help prepare desk).
- Main responsibility will be checking in volunteers & locating missing volunteers.
- Assist with handing out awards at end of meet if necessary.

Parent Job Descriptions *(continued)*



Stroke & Turn Officials

- Part of trained team. Review swimmers for legal starts, turns, finishes and stroke technique. Complete & file DQ slips.

Head Time/Timers/Relief Timer

- Head timer keeps 2 watches in case someone misses the start of the race.
- 2 timers staff each lane to verify swimmer name, start and stop timing using plunger or stopwatch, record time on lane slip
- Timers must stay until last event of the meet or until session has ended (for invitational meets)
- Relief timer runs a watch at start of each race (as a backup) & gives timers a break for bathroom or phone calls as needed
- No cell phones allowed behind blocks
- Time commitment: approx. 4-5 hours per session
- Credit: 1 meet job/shift

Announcer

- Operates the Public Address System
- Announces events, heats, results, & other pertinent information as needed.
- Time commitment: approx. 4-5 hours
- Credit: 1 meet job/shift

Cleaner

- Responsible for cleaning and monitoring pool deck, locker rooms and common areas
- Must stay until the meet has concluded and ensure that all areas are cleaned before leaving the meet

Set-up/Take down

- This occurs typically the day before or 2 days before the meet. Assist with putting in pads, harnesses, plungers, starter, & radios.
- Take down and properly store all equipment at conclusion of meet. Typically takes about 1 hour after meet has concluded. Load back into truck.

Awards

- Part of trained team to apply labels to ribbons at home meets.

Parent Job Descriptions *(continued)*



Lifeguard

- Must be certified lifeguard with CPR/AED certifications.
- Wears lifeguard uniform.
- Watches warm-up/cool-down pool throughout meet, as well as competition pool.
- Reports to Head Safety Marshal & Meet Director.
- Can be a volunteer credit or paid position.

Hospitality

- Staff and supply official's lounge during meet – breakfast, snacks, lunch and beverages

MD Swim Equipment

- Provide vehicle and labor to pick up and return MD Swim equipment (touch pads etc.)

Program Sales

- Sells programs for predetermined prices.
- Keeps track of number of programs sold.
- Returns unsold programs, money made, and number sold to Meet Director at end of session.

Parent Job Descriptions *(continued)*



Safety Marshal

- Enforces warm-up and safety procedures.
- Maintains order in the swimming venue
- Does not allow anyone without credentials on deck (includes parents, non-swimmers)
- Makes sure swimmers leaving deck are wearing appropriate attire (shirt, shorts/pants, shoes). Reports to Head Safety Marshal (a certified volunteer)

Clerk of Course

- Set up and manage clerk of the course at mini-meet.
- Ensure swimmers are lined up/seated prior to races
- Check in swimmers for races

Computer/Colorado

- Part of the trained staff, verifies results and works the timing system

Open Water Safety Boats

- Provide boat and labor for the open water event

Athlete Stipend Policy



NAAC recognizes the total club benefit to having our athletes participate in regional and national level competition. NAAC also acknowledges that competing at such a level comes at an additional, substantial financial cost to our families.

NAAC will offer travel support for the following meets as a pass through of the LSC stipend. The meets and the current stipend amount are in table below. Should the LSC change their reimbursement to NAAC, the amount the athlete receives shall be changed accordingly. At no time will NAAC pay more or less than the LSC stipend.

- Eastern Zone Speedo Sectionals (SCY & LCM)
- Speedo Futures (SCY & LCM)
- USA Swimming Winter & Summer Junior National Championships
- USA Swimming Winter & Summer Senior National Championships
- Olympic Trials

The National Club Swimming Association (NCSA) Junior National Meet (SCY & LCM) is not supported by LSC stipends. NAAC has historically attended the NCSA Jr. National SC Championship each year and has historically paid a stipend to our athletes. For Fiscal Year 2016, \$4,000 was budgeted to pay NCSA stipends to athletes who attend the meet. If 10 or fewer athletes attend, each athlete will be given \$400. Any excess will be transferred to the rainy day account at the end of the year or rolled over to a “Stipend Account” as determined by the Executive Committee. If there are more than 10 athletes, then the \$4,000 budget will be split amongst the athletes evenly. NCSA stipends shall be determined each fiscal year as part of the budgeting process.

All NAAC swimmers participating in the above meets will receive the designated support regardless of whether they travel with the team. In order to receive the stipend, each athlete must attend and swim in the respective meet. In addition, each athlete and their family must be members in good standing throughout the year in order to be eligible for the stipend.

The stipend amounts listed below will be credited to the swimmer’s account the month following a meet. The Head Coach along with the Treasurer shall be responsible for submitting a reimbursement request to the LSC in April each year at the end of the short course season and in August each year at the end of the long course season.



Championship Meet		Pass Through
		Stipend
Sectionals	SC	\$ 75
Sectionals	LC	\$ 75
Futures	SC	\$ 400
Futures	LC	\$ 400
Jr. National	SC	\$ 600
Jr. National	LC	\$ 800
Sr. National		\$ 600
Open Water Nationals		\$ 600
Olympic Trials		\$ 1,500
NCSA	TBD each year	

Adverse Weather Policy



There is one rule of thumb: "Practice is Never Cancelled"!! Well, almost never.....

Parents and swimmers should always assume that there is practice unless they hear otherwise from the Head Coach or their Group Coach. The call to cancel practice is based solely on each coach's determination of whether they can get to the pool safely. If they can get to the pool, they will let the Head Coach know and practice will take place as scheduled. If they believe they can't make it because they are snowed in or feel driving would be unsafe, they will notify the head swim coach and he will cancel practice for the appropriate training groups. Swimmers in those groups and their parents will be notified via e-mail.

Do not assume that if one training group is not practicing, then the same applies to all of the other training groups. Snow plowing in Anne Arundel and Prince Frederick Counties is capricious. During or following a snow storm, a coach from one part of the county might not have any problem driving to the Academy, while another coach living close by might not be able to get out of his driveway. If a coach can get to the pool, then his or her training group will have practice.

(A point of clarification: The Academy being "closed" means that most of the school's major operations - classes, primarily - have shut down. It does not mean the gates are closed. The gates rarely, if ever, close due to weather. If the gates are open, the pool is open.) Of course, this policy in no way supersedes your good judgment. If you believe driving conditions are unsafe, then by all means stay home.

Travel Policy



- Regardless of gender a coach may not share a hotel room or other sleeping arrangement with an athlete (unless the coach is a parent, guardian, sibling, or spouse of that athlete)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents (or legal guardian's) permission in advance to travel alone with the coach
- Coaches are not allowed to transport or drive any athlete, at any time without the express written consent of the legal guardian (parent) and the written permission of the Head Coach. This must be filed in advance of transportation with the head Coach at the GWST office. Coaches who drive athletes assume liability, must provide proof of insurance, and understand that they are not indemnified by the club. Parents are not allowed to transport other athletes without a written consent from the swimmer's parent or legal guardian. NAAC assumes no liability for transportation of athletes, and all parties agree to hold harmless and indemnify NAAC and its agents and directors from liability arising out of any and all claims.
- During overnight team travel, if athletes are paired with other athletes the athletes should be of same gender and should be similar age. Athletes who are 13 and over will have chaperones staying in rooms that are of close proximity. Athletes, who are 12 and under traveling to NAAC team meets, must be accompanied by their parent or legal guardian. LSC meet conduct and policy shall be followed when team members attend those meets.
- Curfews shall be established by the staff each day of the meet. Athletes agree to abide by curfews.
- The Head coach shall report any code of conduct violation to the appropriate club/LSC leadership and legal guardian of any affected minor.
- Athletes are to refrain from any inappropriate physical contact at team activities and events.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or would be detrimental to its performance objectives
- Parents and swimmers agree to follow team rules while traveling.
- Team members and parents are reminded that when they are traveling on trips, competing in team meets, and attending other meet-related functions, they are representing both themselves and NAAC. Athlete and parent behavior must positively reflect the high standards of the club and Maryland Swimming.
- Failure to comply with the Honor Code and team rules as set forth in this document may result in disciplinary action. Such discipline may include but may not be limited to:
 1. Dismissal from the trip and immediate return home at the expense of the athlete and their parent.
 2. Disqualification from one or more events of a competition.
 3. Disqualification from future team travel meets.
 4. Dismissal from the team
 5. Proceedings for a LSC or USA Swimming Board of Review

Code of Conduct



NAAC is a family-based, member-owned organization. Our mission is to inspire and empower our athletes to excel in their sport and in life. Parents, Coaches and Athletes are the three pillars forming the foundation of our organization and our cultural values as expressed in Navy P.R.I.D.E.

This Code of Conduct aims to establish the minimum standards for all of us involved in the sport of swimming and water polo. It should be applied when competing, training or taking part in club-sanctioned activities. It should serve as a guide for living our cultural values. Compliance with this Code of Conduct is a condition of membership for all Parents and Athletes. It is condition for employment for Coaches and all other employees. By signing this form, you agree to abide by the requirements of NAAC's Code of Conduct, the USA Swimming and USA Water Polo rules and Codes of Conduct (links to these documents can be found on our website at naac.ws) and you agree that you and any of your guests are subject to disciplinary consequences for any violation of the above.

You pledge to:

- Display good sportsman-like behavior, a positive attitude and respect toward fellow team members, competitors, coaches, officials, parents, families of team members, facility staff and the public at all times, including team practices, competitive events and all other club-sanctioned activities.
- Avoid any inappropriate physical contact with another individual.
- Avoid derogatory or abusive language of any kind.
- Avoid bullying, harassing or hazing behavior of any kind. Such behavior may involve but is not limited to teasing, taunting, name-calling, rumor spreading or social exclusion.
- Not use social or electronic media to harass, threaten, or cause harm to anyone involved in club sanctioned activities. Such behavior may involve but is not limited to threatening, derogatory, false or misleading emails or posting threatening or derogatory, false or misleading information or pictures or videos online.
- Strive to be constructive in all communications. Avoid negative information, criticism, dissent or other serious messages via email, text or social media. Arrange face to face meetings to discuss these matters.
- Respect the personnel, equipment and property at facilities where club sanctioned activities are conducted. You will abide by all rules concerning use of those facilities. You will not engage in any behavior(s) during club sanctioned activities, or other instances in which you can reasonably be construed as representing NAAC, which detracts from the image of the team.
- Avoid any illegal conduct or inappropriate behavior, including inappropriate or illegal use of alcohol and/or drugs.

Code of Conduct *(continued)*



- Stay informed by reading weekly newsletters, visiting the team website, committing to upcoming competitive events on a timely basis, keeping email addresses up to date.

PARENTS:

- Concentrate on your athlete's character development while letting your athlete and coach focus on athletic development and competitive performance.
- Direct questions about athlete's goals, official's decisions, or other matters pertaining to the Club or your athlete, first, to your athlete's coach. If the matter is not resolved, then address the issue with the Head Age Group Coach followed by the team's Head Coach. These discussions will be conducted outside of practices and competitive events. If resolution is not reached after following the steps above, a written, dated and signed summary of the issue(s) should be submitted to the Executive Committee. The Executive Committee will strive to address the matter in a timely manner.
- Not come on the pool deck unless you have the Head Coach's permission or are volunteering in an assigned role for a competitive event or other club sanctioned activity.
- Ensure that your financial obligations to the Club are up to date and paid as they come due.
- Get engaged. Give feedback and volunteer.
- Parent feedback is critical to ensuring that our Club is moving in the right direction, and that we continue to be a healthy and thriving team. Coming to parent meetings is an easy way to provide this feedback and to share with others.
- Willingly volunteer!! It truly takes a village. We have a host of volunteer opportunities including our Board, officials, Committee Chairs and a multitude of meet related positions. With the help of our volunteers, our club has become a strong community, focused on helping our swimmers have the best experience possible. It's also much more fun to be on the deck than it is in the stands!

COACHES:

- Place the safety and welfare of the athletes above all else.
- Prepare our athletes to excel in their sport and teach life lessons through swimming and water polo.
- Help each athlete to reach their potential. Respect the talent, developmental stage and goals of each athlete and encourage them with positive and constructive feedback.
- Respond to emails and other inquiries on a timely basis.

Code of Conduct *(continued)*



ATHLETES:

- Work hard to improve by pursuing personal mastery.
- Lead by making those around you better.
- Honor the sports of swimming and water polo and make your sport better.

VIOLATIONS:

Failure to comply with this Code of conduct, whether the written rules or the spirit/intent, will be dealt with in the following manner:

Infractions will be presented in writing to the NAAC Executive Committee for review and to determine what, if any disciplinary actions are to be taken. Depending on the violation, the EC may convene a Closed Executive Committee Session during which all parties will be given the opportunity to testify as to their involvement in the incident. The Board shall review all the information and issue an appropriate response within seven days' time. Should the board require more time all parties will be notified accordingly.

Disciplinary action may include, but is not limited to:

- Verbal warning
- Written warning
- Suspension of coach, athlete or parent/guardian club sanctioned events including but not limited to practice and competitive events.
- Suspension of coach, athlete or parent/guardian for the season
- Permanent suspension or dismissal from NAAC

Additionally, NAAC may pursue legal action as appropriate, based on the nature and severity of the violation.

AT THE TIME AN ATHLETE REGISTERS THE MEMBER FAMILY WILL BE ASKED TO VERIFY THAT THEY (BOTH PARENT/GUARDIAN AND ATHLETE) HAVE READ AND AGREE TO THE POLICIES AND RESPONSIBILITIES OUTLINED IN THE PARENT HANDBOOK, WHICH INCLUDES THE CODE OF CONDUCT. AFTER AGREEING TO SUCH, THEY WILL BE ABLE TO COMPLETE THE REGISTRATION PROCESS. THE CODE OF CONDUCT WILL BE INCLUDED IN COACHES AND ALL OTHER EMPLOYEE CONTRACTS.

Medical Care Policy



Policy for the Care and Treatment of Medical Emergencies Resulting from Injury/Sudden Illness for all NAAC Personnel Participating in Approved NAAC Activities.

The following injuries/illnesses are to be considered LIFE THREATENING:

- Unconsciousness
- Severe burns
- Not breathing or difficulty breathing
- Shock
- Seizures
- No pulse
- Poisoning
- Choking
- Allergic reactions
- Severe bleeding

There is to be no question. These situations require IMMEDIATE MEDICAL ASSISTANCE. The following procedure will be followed:

1. EMERGENCY MEDICAL ASSISTANCE WILL BE CALLED AT ONCE
2. Aid will be rendered to the affected individual(s) within the scope of the responder's training.
3. Parent/Guardian or emergency contact will be notified as soon as possible.
4. An accident/incident report will be completed as soon as possible, but always within 24 hours following the situation. This report will be forwarded to the President of NAAC or designate not exceeding the 24 hour time limit.

Medical Care Policy *(continued)*



In cases of “serious” injury/illness which include but not limited to:

- Injury to the head, neck and/or back caused by trauma
- Injury/illness resulting from over exposure to heat and cold
- Suspected fractures, dislocations
- Any other injury/illness beyond the responder’s scope
- Bleeding that cannot be easily controlled

The following procedure will be followed:

1. EMERGENCY MEDICAL ASSISTANCE WILL BE CALLED AT ONCE
2. Aid will be rendered to the affected individual(s) within the scope of the Responder’s training

Bullying Policy

NAAC Action Plan to Address Bullying



PURPOSE

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

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

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

WHAT IS BULLYING?

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

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

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or

Bullying Policy *(continued)*



v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

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

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

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

1. First, we get the facts.

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

Bullying Policy *(continued)*



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

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

Bullying Policy *(continued)*



c. Work with the child to understand some of the reasons he or she bullied. For example:

- i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

- i. Write a letter apologizing to the athlete who was bullied.
- ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
- iii. Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

- i. Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let's go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Electronic Communication Policy



USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club.

PURPOSE

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

GENERAL CONTENT

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

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

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

Transparent: All electronic communication between coaches and athletes should be

Electronic Communication Policy *(continued)*



transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

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

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

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

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

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

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

TWITTER

This is not an appropriate communication method between NAAC coaches and athletes.

TEXTING

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

EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

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