

EGRA Waves Team Handbook



**Inspiring athletes to achieve their dreams
through competitive swimming.**

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Who are the Waves?

The Waves swim club plans to provide your son or daughter with a wholesome, healthy and enjoyable experience. Unlike some other sports, swimming is a year-round lifetime sport. We ask you to realize that there is also the possibility that your child may enjoy swimming so much that he or she continues to swim competitively through and beyond his/her college years. Remember, it takes a long time to develop a swimmer. Swimmers that make it look easy; have been working very hard for a long time. It can take years of practicing fundamentals for swimmers to reach their full potential.

Mission: East Grand Rapids Aquatics is an aquatics program serving East Grand Rapids and surrounding communities by providing interested swimmers of all abilities the opportunity and environment to grow, mature, develop valuable life skills, and reach their greatest potential through competitive swimming.

Vision: Inspiring athletes to achieve their dreams through competitive swimming.

How we strive towards our mission and vision:

Expecting a high level of commitment

- a. Coaches
 - i. We offer appropriate opportunities for all levels
 - ii. We coach swimmers based on what they need to reach their goals
- b. Swimmers
 - i. High level of attendance at practice and meets
 - ii. Desire to be a better swimmer
 - iii. Honor your teammates with your effort
- c. Parents
 - i. You signed-up for swimming for a reason – IT IS A GREAT SPORT!
 - ii. Please bring your swimmer to scheduled practices and meets

2. Working together as a T.E.A.M (Together Everyone Achieves More)

- a. Coaches
 - I. We don't know of anyone who wants to come to practice/meets by himself/herself
 - ii. We work together as a TEAM
- b. Swimmers
 - i. Attend scheduled practices and meets
 - ii. Honor your teammates with your effort
 - iii. Applaud, cheer and congratulate others for their effort
- c. Parents
 - i. Be a role model for other parents and clubs
 - ii. Applaud, cheer and congratulate others for their effort
 - iii. Volunteer
 - iv. Sit together and get to know one another

3. Excellence in Technique

- a. Coaches
 - i. Provide daily stroke instruction
 - ii. Utilize drills/practices that improve skills

- iii. Track progress
 - b. Swimmers
 - i. Attend scheduled practices and meets
 - ii. Learn all 4 strokes – Helps team and provides more options
 - iii. Listen and ask questions
 - iv. Always look for ways to improve
 - c. Parents
 - i. Bring your kids to scheduled practices and meets
 - ii. Leave the coaching to the coaches
 - iii. Ask questions, yet understand that coaches and parents may disagree but both have the best interest of the swimmer in mind
- 4. **Great Racers**
 - a. Coaches
 - i. Provide many opportunities for swimmers to be challenged at practice and meets
 - ii. Hold swimmers to a high standard
 - iii. RELAYS - Relays are truly a team effort, and it is an honor to be on any relay
 - b. Swimmers
 - i. To be great racers, you need to come to practice often and attend meets
 - ii. Race your teammates at practice – They can help you get better!
 - iii. Honor your teammates with your effort
 - c. Parents
 - i. Foster an attitude that your swimmer's effort contributes to the team
 - ii. To be great racers, your swimmer needs to come to practice and meets.
- 5. **Physically and Mentally Tough Swimmers**
 - a. Coaches
 - i. Create practices and opportunities that are designed for progression
 - ii. We practice hard every day (Both physically and mentally)
 - iii. Dry land, stretching and working with injured swimmers (physically or mentally)
 - iv. Develop athletes not just swimmers
 - v. Mental preparation
 - vi. Assist with goal setting
 - b. Swimmers
 - i. Set goals to excel as an athlete
 - ii. Take care of yourself (eat well and get plenty of rest)
 - iii. Give your best effort in everything you do
 - c. Parents
 - i. Bring your swimmer to practice/meets
 - ii. Make sure your swimmer gets enough rest
 - iii. Provide a well-balanced diet
 - iv. Make sure your swimmer has a goal/purpose to swim

I. How are the Waves Organized?

A. Board of Directors

1. Our swim team is run by a board of directors. These are parents who have

volunteered their time to help run, support and promote our club. The board organizes swim meets, coordinates team apparel, maintains financial accounts, and seeks to carry out the mission and vision of the club.

2. The club is very thankful for all that they provide. If you submit a concern or question to a board member, please remember they are swim parents too. They are happy to hear your opinions, suggestions and praise!

2016-2017 Board of Directors

Kyle Williams– President

JJ Rogders – Treasurer

Craig Alguire

Dave Chandler

Katie Israels

Katie McIntosh

Pete Michell

Andy Milnes

Mark Periard

Jennifer Reifinger

Sue Schering

Deanne Walters

B. Overview of Swimming Groups

1. The underlying philosophy for all groups is progression. The goal is to have swimmers acquire specific, competitive swimming skills and characteristics at each level. The outcome will be well-rounded swimmers with exceptional skills. All swimmers will progress at different rates, and this is taken into consideration when designing practices.
2. Swimmers progress to the next level when they exhibit the necessary skills. The following are taken into consideration: proficiency of skills, attendance at practice and meets, age, maturity and goals. Each group may have a range of ages and abilities. Placement in a group is the sole discretion of the coach. Coaches will put swimmers into lanes based on their ability.
Moving up: Coaches keep track of the skills swimmers learn throughout a season. When a coach feels a swimmer has the skills necessary for the next level, he or she will contact the parents to let them know about the potential move up and requirements/practice times of the next level. Coaches will often have a swimmer come and try out the next level for a few practices to make sure he or she is comfortable with the next level.
3. The first three levels of our club (Pre-competitive, Blue and Bronze) emphasize learning all four competitive strokes proficiently. Being proficient in all four strokes at a young age is beneficial for many reasons. It allows for more options later in their career, lays a solid muscular and neurological foundation, and helps the team when they can do more than one stroke. It isn't until later in a swimmer's career that he or she may begin to specialize in a certain stroke. While swimmers may excel at certain strokes and distances, the emphasis is on swimming the Individual Medley (IM – a race in which all four strokes are swum by the individual).
4. The next two groups of our club, Silver and Gold, begin to emphasize the benefits of training and how it relates to performance. The emphasis of conditioning will still be the Individual Medley. Silver will spend more time than Gold on technique, but

training also becomes a part of practice. Once swimmers reach the Gold group, the emphasis begins to shift toward conditioning for peak performance and training to reach the Senior level. The season is systematically planned with specific phases to maximize swimming potential. Swimmers in this group are motivated to improve their own skills, and this is reflected by a high level of attendance.

5. Senior swimming is for the committed athlete, who places a high priority on training for peak performance. Swimmers in this group are placed into lanes/groups based on their goals and commitment levels.

C. Expectations for Swimming Groups

1. Pre-Competitive (Age 6-8)

- a. The emphasis of this group is to teach beginning swimmers and parent about competitive swimming. At the coach's discretion, swimmers are welcome to sign-up for specified meets.
- b. Swimmers in this group should be comfortable in the water and be able to swim 25 yards on their back and 25 yards on their stomach, with their face in the water.

Incoming Expectations	Outgoing Expectations
Swim a 25 Free and Back	Swim a 100 Free breathing to the side
Swims with face in water	Swim a 25 Backstroke
Desire to learn about swimming	Execute a dive from the side or blocks
Attend at least 2 practices a week	Execute a backstroke start
	Somersault in water
	Desire to improve in swimming by moving to the next level

2. Blue (Age 7-9) - Swimmers in this group have learned the basic skills necessary to start competitive swimming.

- a. Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 25 yards.
- b. Swimmers should be striving for WMSL A times.
- c. Attend at least 2 practices a week

Incoming Expectations	Outgoing Expectations	
Swim a 100 Free breathing to the side	Swim a 200 Free breathing to the side with flip turns	WMSL A/B Level
Swim a 25 Backstroke	Swim a 25 of each stroke legally	Attends WMSL meets
Execute a dive from the side or blocks	Execute a dive from the blocks	Can read pace clock on simple intervals and knows rules for practice
Execute a backstroke start	Execute a backstroke start	Touch and go on relay exchanges
Streamline for 5 yards	Streamline for 5 yards	
Desire to improve in swimming by moving to the next level	Execute a flip and touch turn	
Attends at least 2 practices a	Attends at least 2 practices a	

week	week	
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3. **Bronze (Age 7-10)** – Swimmers in this group are able to complete all the requirements for Blue.

- a. Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 50 yards + 100 IM.
- b. Swimmers should be striving for WMSL A and Jr Olympic times
- c. Attend at least 2 practices a week

Incoming Expectations	Outgoing Expectations	
Swim a 200 Free breathing to the side with flip turns	Swim a 400 Free with flip turns	Desire to learn and improve
Swim a 25 of each stroke legally	Swim a 50 of each stroke legally	Knows best times for 4 events
Execute a dive from the blocks	Swim 8X100 Free on 2:00	
Execute a backstroke start	Swim a legal 100 IM	
Streamline for 5 yards	Execute a start from blocks (Touch and go on relay exchanges)	
Execute a flip and touch turn	Execute a backstroke start	
Attends at least 2-3 practices a week	Ability to read pace clock	
WMSL A/B Level	WMSL A/Jr Olympic Level	
Attends WMSL meets	Attends at least 3 practices a week	
Desire to learn and improve	Attends WMSL meets and local USA meets	

4. **Silver (Age 9-11)** – Swimmers in this group are able to complete all the requirements for Bronze.

- a. Swimmers will be working towards completing the requirements for an IMX score. (200 IM, 200 Free, 100 Back, 100 Breast and 100 Fly)
- b. Swimmers should be striving for State times.
- c. Attend at least 3-4 practices a week.

Incoming Expectations	Outgoing Expectations
Swim a 400 Free with flip turns	Swim a 500 Free with flip turns
Swim a 50 of each stroke legally plus 100 Back and 100 Breast	Swim IMX events – 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (12&Unders)
Swim a 100 IM legally	Swim 10X100 Free @ 1:40
Swim 8X100 Free on 2:00	Execute a start from blocks with dolphin kicking
Execute a start from blocks (Touch and go on relay exchanges)	Execute a proper relay exchange (Touch, swing, dive)
Execute a backstroke start	Execute a backstroke start with dolphin kicking
Ability to read pace clock	Ability to do sets without the direction of the coach
Legal turns for all 4 strokes and IM	Jr Olympic/State Level

WMSL A/Jr Olympic Level	Attends at least 4 practices a week
Attends at least 3-4 practices a week (70%)	Attends WMSL meets and USA meets
Attends WMSL meets and local USA meets	Desire to learn and improve
Desire to learn and improve	Sets goals
Knows best times for 4 events	Knows best times for all events

5. **Gold (Age 11-14)** – Swimmers in this group are able to complete all the requirements for Silver.

- a. Swimmers will be working towards improving their IMX score.
(11-12: 200 IM, 200 Free, 100 Back, 100 Breast and 100 Fly; 13-14: 200 IM, 400 IM, 400/500 Free, 200 Back, 200 Breast and 200 Fly)
- b. Swimmers should be striving for State/Zone times.
- c. Attend at least 4-5 (75%) practices a week.

Incoming Expectations	Outgoing Expectations
Swim a 500 Free with flip turns	Swim a 1000 Free with flip turns
Swim IMX events – 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (500 Free for 11-12 year olds)	Swim IMX events – 12&unders: 100 Fly, 100 Back, 100 Breast, 200 IM and 200 Free (500 Free for 11-12 year olds 13&Over – 200&400 IM, 500 Free, 200 Fly, 200 Back and 200 Breast
Swim 10X100 Free @1:40	Swim 10X100 Free @1:25
Execute a start from blocks with dolphin kicking	Execute a start from blocks with dolphin kicking for 10 yards
Execute a proper relay exchange (Touch, swing, dive)	Execute a backstroke start with dolphin kicking for 10 yards
Execute a backstroke start with dolphin kicking	Execute a proper relay exchange – swing, dive
Ability to do sets without the direction of the coach	Ability to do sets without the direction of the coach
Jr Olympic/State Level	State/Zones/Sectional Level
Attends at least 4-5 practices a week (75%)	Attends at least 4 practices a week
Attends WMSL meets and USA meets	Attends WMSL and USA meets
Desire to learn and improve	Desire to learn and improve swimming through increased levels of training
Sets goals	Knows best times for all events
	Completes weekly logs and sets seasonal goals

7. **Senior**

Our Senior program is designed for the athlete who wants to achieve a high level of excellence. Progression and preparation are key components as our goal is to swim fastest at championship meets. In order to prepare for peak performance, swimmers are expected to commit to a serious training program and balance other activities with swimming.

Swimmers will determine their short and long term goals when enrolling. The coach may make changes to the swimmer's placement based on his or her commitment and progress. The swimmer may also make a change to his or her goals and should do so by communicating with the coach.

The key here is that there is open communication between coaches, swimmers and parents. Plans change, unexpected things come up, school work may get heavy, etc. It is reasonable to expect that the coach is understanding of such situations and that swimmers will communicate with the coach and find a suitable solution.

Training Track	Attendance Requirement	Workout requirements	Achievement level	Meet emphasis
<i>Senior Gold</i>	100%	Boys 10X100 Free @ 1:10; Girls 10X100 Free @ 1:15	Sectional qualifier	Jr Nationals and above
<i>Senior Silver</i>	90% - Sectional 80% - State	Boys 10X100 Free @ 1:20; Girls 10X100 Free @ 1:25	State qualifying times	MS State Championship and Sectionals
<i>Senior Bronze</i>	3 practices a week	High School athletes	N/A	Participation in meets to stay in shape

D. Expectations for Volunteers

The Waves hosts several swim meets and events throughout the year that are great experience for swimmers and families. These events help generate a significant source of revenue for our swim club and everyone benefits.

All families will be required to work hours for each season. The number of hours varies depending on the season and how many meets we host. Volunteer hour commitments will be communicated early in the season. Any hours not worked, will be billed at the end of the season at \$15/hour. The funds raised from volunteer hours not worked is used to hire other groups to fill in jobs.

Description of Volunteer Areas

Area	Description	Time commitment
<i>Meet Director</i>	Oversees all other volunteers for the meet.	Varies
<i>Timing</i>	Use stop watches and back-up buttons. Records times on timer sheet.	4-5 hours. Arrive at least 30 minutes prior to a session starting for instructions.
<i>Awards</i>	Place labels on ribbons/medals and distribute. Post results.	4-5 hours. Arrive 20 minutes prior to a session starting.
<i>Marshaling</i>	Sets up marshaling area. Gets swimmers to assigned heat and lane. Handles check-in and copying heat sheets.	4-5 hours. Arrive 15 minutes prior to warm-up (to allow swimmers to start checking-in).
<i>Scoring Table</i>	Runs timing and meet manager programs. Announces meet.	4-5 hours. Meet manager computer worker should arrive 15 minutes prior to warm-up to

	Responsible for any scratches, changes and printing of results.	handle and changes. Others should arrive 20 minutes prior to session starting.
<i>Hospitality</i>	Gets supplies and food for breakfast, lunch and dinner. Periodically takes drinks out to meet workers, officials and coaches.	4-5 hours. Arrive 20 minutes prior to warm-up to set-up.
<i>Admissions</i>	Takes money at gate and sells meet programs.	4-5 hours. Arrive 20 minutes prior to warm-up (Parents will be there early to get a seat)
<i>Concessions</i>	Determines menu and supplies food.	4-5 hours. Arrive 20 minutes prior to warm-up to set-up.
<i>Safety Marshals</i>	Supervises warm-up and cool down area during meet. Walks deck to make sure those on deck should be there.	4-5 hours. Arrive 10 minutes prior to warm-up.

II. Swimmers' Responsibilities

A. Practice

1. To train for all events, regardless of the stroke in which a swimmer excels.
2. To attend practices on a regular basis.
3. If you are sick, please stay at home until you are better. Dry land exercises are not an alternative to swimming when you are sick.
4. If you are going to be late or must leave practice early, a note from a parent is necessary.
5. If you need a bathroom break please notify the coach and use restrooms *between* sets.
6. Come to practice with the proper equipment and attire: swimsuit, 2 pairs of goggles, 2 caps (optional), and a water bottle.
7. Return any pool/training equipment you used to its proper place.
8. Be responsible for your items. If you do not lock your belongings in a locker, we suggest bringing it out on deck.
9. Be willing to learn about adjusting to the conditions that surround you.
Ex: Leaky goggles, cold water and practice etiquette.
10. Know your coaches' and group members' names.
11. Encourage yourself and others to work hard, listen carefully to instructions, and demonstrate a positive attitude about swimming.
12. If swimmers do not abide by the above guidelines, they may be asked to sit out of practice or be picked up.

B. Meets

1. Arrive at least 15 minutes prior to the beginning of warm-up.
2. Some meets require check-in. If you arrive late, you will be scratched from the meet.
3. Please wear the EGRA team suit and cap at all meets.
4. Stay on deck during meets so coaches can locate you.
5. If you need to scratch from an event, you must discuss this with your coach.
6. EGRA swimmers are a *team* and should behave accordingly. Cheering and supporting each other is highly recommended; put-downs and other actions of disrespect are unacceptable. EGRA swimmers must also be respectful toward non-EGRA swimmers and coaches.
7. Please check with your coach immediately after swimming. Coaches provide helpful encouragement and useful feedback.

8. Sit with team members.
9. Bring something to do when not swimming or cheering for teammates (deck of cards, books, etc.) For USA meets, where swimmers are kept off deck between blankets, chairs, pillows and/or sleeping bags are useful.
10. Eat only nutritious food and drink plenty of non-carbonated fluids during the meet.
11. Have plenty of dry clothes and towels (2 or 3) on hand to stay warm.
12. Stay until the end of the meet. If not possible, notify the coach when you must leave.

III. Parents' Responsibilities

A. Practice

1. Have your swimmer(s) arrive on time with the proper equipment.
2. If your swimmer is going to be late or needs to leave early, please send a note.
3. If your swimmer is sick, please keep him/her at home until her/she is better. Dry land exercises are not an alternative to swimming when your swimmer is sick.
4. Let swimmers come out on deck by themselves.
5. Parents should watch practice from the stands. If you need to talk to your swimmer, go through the coach.
6. If parents coach their swimmer at the pool or disrupt practice, they may be asked to leave.
7. Leave the coaching to the coaches.
8. Any questions or concerns should be addressed to the coach privately, after practice.
9. Trust your coach's ability and judgment in front of other parents and especially, your children.
10. Observe practice occasionally (a few times a month) from the stands at the high school and the sitting room at Wealthy. You will see progress, if you watch practices occasionally.
11. Volunteer time to help set-up for any special events, put information in folders, distribute ribbons, etc.

B. Meets

1. Please have your swimmer(s) in the proper attire and on deck 15 minutes prior to the beginning of warm-up in the proper attire.
2. If your swimmer is late, they will be scratched from the meet.
3. Let your swimmer(s) come out on deck by themselves.
4. Parents will watch the meets from the stands, unless volunteering.
5. If you need to talk to your swimmer(s), go through the coach. (During USA meets, only registered coaches, officials and scheduled volunteers are allowed on deck).
6. Events for swimmers will be posted on the website.

C. Keeping Swimming in Perspective

1. Early in their swimming careers, many swimmers receive serious training for the first time, which results in better strokes and faster times. Sooner or later, every swimmer will plateau, and the long process begins, where swimmers work hard for every tenth of a second.
2. As parents, we're tempted to focus our expectations on the vast improvements our swimmers initially experienced. When our swimmers' performance begins to plateau, we worry that something has gone wrong. Common reactions include:
 - a. Blaming the coach.
 - b. Suspecting that your swimmer has slacked off in practice

- c. Believing that your swimmer isn't capable of improvement.
 - d. Excusing the performance for some other reason.
3. Instead of decreasing the swimmer's anxiety, parents often *increase* this anxiety by pressuring their children to perform well. Soon, the swimmer is overcome with anxiety and is unable to perform. To avoid this:
- a. Leave the coaching to the coaches. Encourage swimmers to do their best and do not coach at home.
 - b. Discuss swimming at home, only when the subject is raised by the swimmer. Swimmers spend a great deal of practice time at the pool; given this intensity, follow their lead.
 - c. Always find something to praise in your child's performance.
 - d. Don't bribe your swimmer with rewards.
4. Your swimmer will experience highs and lows. Given physical and emotional changes your swimmer will experience, it is unreasonable to expect they will always perform well. If handled properly, each failure *can* be a step toward success.

IV. Team Apparel

- A. Because we are a team, we want all swimmers to wear Waves suits and caps at swim meets. It also helps coaches and parents pick out swimmers during their races. Swimmers are welcome to wear non-team suits and caps at practice.
- 1. Team Apparel
 - a. Our supplier is Making Waves. Information is posted on the website.
 - 2. Team Caps and Shirt
 - a. Each swimmer will receive 2 silicone caps with their last name each season they are registered.
 - b. Extra caps are available for purchase.
 - c. All swimmers will also receive a team t-shirt.

V. Swim Meets

- A. The Waves offer a variety of swim meets that are designed to accommodate all levels of experience. We do expect swimmers to compete in swim meets. The number and level of meets will depend on the experience of the swimmer(s). There are many reasons why we want swimmers to compete:
- 1. Supporting the team atmosphere
 - 2. Being challenged
 - 3. Learning how to manage themselves
 - 4. Test their proficiency
 - 5. Learning how to handle success and failure.
 - 6. It is down-right fun!
- B. At the beginning of each season, a list of meets will be published and displayed on the website and bulletin board. Swimmers only swim in meets that are on the schedule. **Swimmers or parents are not allowed to enter in meets outside the Waves schedule.** This helps to keep us together as a team.
- C. Parents are responsible for accommodations and travel to swim meets. In rare cases, a coach or chaperone may be transporting swimmers. In such a case, parents will need to

sign a release form before traveling.

The Waves belong to both West Michigan Swim League (WMSL) and USA Swimming. Both groups sponsor meets that the Waves compete in on a regular basis.

D. West Michigan Swim League (WMSL)

1. The WMSL is a local conference comprised of 15-20 teams from the West Michigan area. (Jenison, Zeeland, Holland, Rockford, etc.) Teams are paired by size for dual meets and at the end of the season, there are various conference meets to accommodate swimmers of all levels. There are time standards associated with some of the conference meets. These time standards are different from USA Swimming time standards. Time standards are listed on our website.

a. *WMSL Dual Meets*

1. All Waves swimmers are expected to compete and support the team at these meets.
2. Swimmers compete in categories based on age and gender.
3. Swimmers can compete in up to 2 individuals and 2 relays.
4. All swimmers who sign-up will participate, and there is no cost for these meets.
5. Coaches determine events/relays.
6. Dual meets in the winter are on Saturdays, and they are on Thursdays during the summer.
7. Information about the location, start times, and entry deadlines are posted on our web site, under Events.
8. Swimmers sign-up for these meets via our website.
9. Events for swimmers will be posted on the website.
10. Ribbons are awarded 1st through 6th places.
11. These meets can last from 2 – 3 ½ hours.

WMSL Summer Order of Events

WMSL Winter Order of Events

Girls	Event	Boys		Girls	Event	Boys
1	8&U 100 Medley Relay	2		1	8&U 100 Medley Relay	2
3	10&U 200 Medley Relay	4		3	10&U 200 Medley Relay	4
5	11-12 200 Medley Relay	6		5	11-12 200 Medley Relay	6
7	13-14 200 Medley Relay	8		7	13-14 200 Medley Relay	8
9	15-18 200 Medley Relay	10		9	10&U 200 Free	10
11	11-12 200 Free	12		11	11-12 200 Free	12
13	13-14 200 Free	14		13	13-14 200 Free	14
15	15-18 200 Free	16		15	10&U 100 IM	16
17	10&U 100 IM	18		17	11-12 100 IM	18
19	11-12 100 IM	20		19	13-14 100 IM	20
21	13-14 100 IM	22		21	8&U 25 Free	22
23	15-18 200 IM	24		23	10&U 50 Free	24
25	8&U 25 Free	26		25	11-12 50 Free	26
27	10&U 50 Free	28		27	13-14 50 Free	28
29	11-12 50 Free	30		29	8&U 25 Fly	30
31	13-14 50 Free	32		31	10&U 50 Fly	32
33	15-18 50 Free	34		33	11-12 50 Fly	34

35	8&U 25 Fly	36		35	13-14 50 Fly	36
37	10&U 50 Fly	38		37	8&U 50 Free	38
39	11-12 50 Fly	40		39	10&U 100 Free	40
41	13-14 50 Fly	42		41	11-12 100 Free	42
43	15-18 100 Fly	44		43	13-14 100 Free	44
45	8&U 50 Free	46		45	8&U 25 Back	46
47	10&U 100 Free	48		47	10&U 50 Back	48
49	11-12 100 Free	50		49	11-12 50 Back	50
51	13-14 100 Free	52		51	13-14 100 Back	52
53	15-18 100 Free	54		53	8&U 25 Breast	54
55	8&U 25 Back	56		55	10&U 50 Breast	56
57	10&U 50 Back	58		57	11-12 50 Breast	58
59	11-12 50 Back	60		59	13-14 100 Breast	60
61	13-14 100 Back	62		61	8&U 100 Free Relay	62
63	15-18 100 Back	64		63	10&U 200 Free Relay	64
65	8&U 25 Breast	66		65	11-12 200 Free Relay	66
67	10&U 50 Breast	68		67	13-14 200 Free Relay	68
69	11-12 50 Breast	70				
71	13-14 100 Breast	72				
73	15-18 100 Breast	74				
75	8&U 100 Free Relay	76				
77	10&U 200 Free Relay	78				
79	11-12 200 Free Relay	80				
81	13-14 200 Free Relay	82				
83	15-18 200 Free Relay	84				

b. *WMSL Invitational Meets*

1. Some clubs host invitational meets during the WMSL season.
(Ex: Zeeland Classic)
2. Swimming in these meets can make swimmers eligible for the conference meets.
3. There are costs associated with these meets.
4. Swimmers can sign-up on our website.

c. *WMSL Conference Championship Meets*

1. At the end of the dual meet season, championship meets are offered depending on the age and level of the swimmer. WMSL Time Standards are listed on our web site. **These are team meets and all swimmers are expected to attend their corresponding meet.** Our swimmers have always performed very well at these meets!
2. To be eligible, swimmers must have competed in at least one WMSL meet during the current season.
3. Age is determined by age the first day of the meet.
4. Coaches will determine events and relays.
5. There are no qualifying times for 13-14 and 15-18 year olds.
6. Any swimmer who achieves an “A” time must swim at the “A” meet.
Time standards are listed on our website.
7. Swimmers who achieve an “A” time at the “B” meet are not eligible for

- the "A" meet.
8. Information about these meets will be posted on our website under Events.
 9. Swimmers can sign-up by entering from our website, and there is no cost to enter either of these meets.
 10. 15-18 year olds do not compete in WMSL meets during the winter.

Types of WMSL Meets

Type of Meet	Qualification	Comments
Dual	Open to all Waves swimmers. In the winter, 12 & unders score with 13-14 year olds being at the discretion of coaches. 15-18 year olds do not swim or score in the winter. In the summer, all 18 & unders swim and score	These are team meets and score is kept. All swimmers who are eligible are expected to participate.
WMSL "B" Conference Meet	For 12 & unders who did not achieve a WMSL A time and swam in one WMSL meet during the season. Must have competed in one WMSL meet during the season to be eligible.	Offered at the end of the winter and summer seasons.
WMSL "A" Conference Meet	12 & unders must meet WMSL "A" qualifying time standards and have swam in one WMSL meet. There are no qualifying times for 13-14 and 15-18 year olds, but they must swim in one WMSL meet. In the winter, 15-18 year olds are not eligible for the "A" meet. Must have competed in one WMSL meet during the season to be eligible.	Offered at the end of each season. In the winter, there is a separate "A" meet for 12 & unders and 13-14 year olds. In the summer, there is only one "A" meet over two days.
WMSL Invitational	Open to all swimmers.	

E. USA Swimming

1. USA Swimming is the national governing body for amateur swimming. To compete in USA Swimming meets, a swimmer must be registered. All Waves swimmers are registered with USA Swimming. USA Swimming divides the nation geographically into Local Swim Committees (LSC), very much like leagues. We reside in the LSC of Michigan.
2. While WMSL and USA Swimming are similar in allowing swimmers to compete, they are governed by different rules and regulations. For example, Michigan Swimming has its own set of time standards separate from WMSL. (See our website for a listing of time standards) There are some technical differences in how swimmers start a race, warm-ups, and certain turns. These are all items covered with swimmers at practice and before competitions.
3. A USA Swimming meet is a large invitational meet. The host club determines the

- format for the meet. Information about these meets is posted on our website.
- a. These meets are optional, but are encouraged.
 - b. Age is determined on the first day of the meet.
 - c. Typically, these meets last 2-3 days with different sessions for different age-groups.
 - d. Swimmers are not required to attend all sessions or days.
 - e. Swimmers will check-in at a designated area.
 - f. Some meets are designed to accommodate only certain swimmers (age-group classification or time standards). Please read the meet information carefully.
 - g. Meet information is posted on the web site and is usually available 3-4 weeks prior to the event.
 - h. Swimmers can enter these meets via our web site
 - i. All meets include a \$10.00 coach fee per swimmer.
 - j. During the summer, meets are conducted in a long course format (50-meters).
 - k. At the end of the season, Michigan Swimming hosts a State Championship Meet. Qualifying times apply.
 - l. Coaches determine events and relays with input from swimmers at the championship level.
4. Other meet information
- a. What does SCY, LCM and SCM mean?
 - i. These abbreviations stand for Short Course Yards (25 yards), Long Course meters (50 Meters) and Short Course meters (25 meters)
 - ii. You can qualify for the State meet by any of the above courses

Types of USA Meets

Type of Meet	Qualification	Comments
Senior meets	For all swimmers, regardless of age, provided they qualify for the events' time cuts. Intended for elite swimmers striving to achieve qualifying times for national-level competition.	Typical meets are Sectionals, US Open, Grand Prix, Nationals and Olympic Trials.
AAA meets (Zones)	For elite swimmers in each age group, ie. those who have achieved AAA time cuts. During the regular season, AAA swimmers swim in "A" meets.	Zone championship meets: Swimmers represent their state in competition with others from various states. Only offered in the summer.
Q1 meets	Achieved a Q1 qualifying time	State championship meets
Jr. Olympics Q2 Times (Only offered during the Short Course season)	Championship meet at the end of the season for those with a Q2 time but no faster than Q1.	One meet for entire state. Swimmers can qualify for State at this meet.
Districts (Only offered during the Short Course season)	Championship meet at the end of the season for swimmers who did not achieve a Q2 time.	2-3 meets being offered in place of the ABC Festival format. Swimmers can qualify for the Jr. Olympics at this meet.
ABC meets	For swimmers of all abilities. Swimmers compete in A, B or C categories based on time.	Most of the meets we attend are an ABC format. An example is the ABC meet we host in December.

F. Meet Entry Procedures

1. All meet entries will be done via our web site (www.egrawaves.com). Decide which meet you are going to attend and then your coach will select your events. Any fees associated with meets will be added to your Team Unify account from our website. Meet fees are billed on the 1st of each month.

G. Relay protocol

1. Relays are one of the most fun aspects of a swim meet. It is an event where 4 swimmers come together and work as a team. The Waves value the relay experience.
2. Below are the procedures used by the coaching staff when determining relays:
 - a. Non-championship meets
 - i. We try our best to get everyone on a relay.
 - ii. Relays are almost always put together with the fastest swimmers.
 - iii. A coach may change the order or swimmers on a relay.
3. Championship meets
 - a. At the WMSL conference meets, we are only allowed to enter one relay per event.
 - b. Coaches will determine the fastest combination of available swimmers.
 - c. Not everyone will be on a relay at the WMSL conference meets.
 - d. State and Sectionals
 - i. Relays are put together based on best in season swims after the last scheduled competition.

- ii. Coaches reserve the right to change the order or swimmers on a relay even at the competition.
- iii. We do our best to notify parents and swimmers if they are on a relay. If someone is not available, we will go with the next fastest swimmer, as long as it meets the qualifying time standard.
- iv. Relays for State and Sectionals can either qualify with an actual time or aggregate time (Adding up times for the 4 swimmers).
- e. Zones
 - i. Zone relays are determined by Zone coaches. Typically, they use results from the LC State Championship.

VI. Online Registration and payment of fees

A. Online Registration

1. All registrations are done through our website.
2. Our policy regarding order of priority is as follows:
 - a. Current swimmers register first:
 - To enroll in the Fall/Winter season as a current swimmer, your swimmer must have swum during the previous Fall/Winter season.
 - To enroll in the Spring/Summer season as a current swimmer, your swimmer must have swum during the previous Spring/Summer season.
 - b. New EGR residents
 - c. All registrants
 - d. Each group will have a different time period to register.
 - e. All groups will stay open until full. Swimmers registering after a group is full will be put on a waitlist. Swimmers on a waitlist will be notified if a spot becomes available.
2. A link for registration will be on our web site (www.egrawaves.com) under Registration.
 - a. Follow all directions and complete all required fields to the best of your knowledge.
 - b. You will be creating an account that you and the Waves will have access to in order to conduct communication and transactions.
 - c. You will be able to modify your account online if any of your information changes (Example: e-mail address changes)

B. Meet entry fees

- a. Fees collected
 - i. Entry fees + \$1.00 surcharge per event
 - ii. Coach fee: \$10.00 per swimmer
 - iii. Michigan Swimming Surcharge: \$1.00 per swimmer (Championship meets have different surcharges)
 - iv. Team pays for relays
- b. Missed deadline
 - i. If you miss an entry deadline, you should contact your swimmer's coach immediately.
 - ii. If the entries have already been sent in, we will not be able to enter your swimmer in the meet.
- c. Refunds for changing of events
 - i. There are no refunds after the entry fees have been processed.
 - ii. Once the entries have been sent, events cannot be changed.

C. Payment of fees

1. All entry fees will be added to your online account. All accounts will be billed the 1st of each month with any balance. An e-mail will be sent out a week prior to billing with a

statement of you account. If you wish to pay with a different credit card than what we have on file, you can access your online account through our website. It is your responsibility to keep your card current. If you have any questions, contact Brandon.

2. All transactions will be paid with either a credit/debit card (Visa/Mastercard).

3. A non-refundable registration fee is charged to each registrant to cover administrative and credit card fees

4. A \$100 cancellation fee will apply to all EGRA programs. No refunds after two weeks from the start of a program. Note: EGRA swimming fees are not prorated.

5. Entry fees are charged at different rates depending on the meet.

6. If you do not pay your balance by the 1st of the month, you will not be allowed to register for any events.

VII. Team Communication

A. Communication

1. There are several ways the Waves coaches communicate with the parents and swimmers.

a. Website: www.egrawaves.com

i. Meet, practice information and time standards are posted here

ii. Information about coaches is posted here

iii. How and when to contact your coach is listed here

b. Hotline

i. 460-5630

- Updated weekly with practice changes and meet reminders

- Leave a message if you have a question

c. File Folders

i. File folders are located at both pools

ii. Ribbons, reminders, and a monthly calendar are distributed here

iii. Newsletter

iv. Monthly calendar

d. Bulletin Board

i. Located at Wealthy and the high school

ii. Newsletter

iii. Calendar

VIII. Annual Team Functions

A. Functions

1. Wave-A-Thon

a. Swimmers are put into teams and work to raise funds for the club through various means.

b. Event concludes with an evening of lap swimming to further raise funds.

2. Team Banquet

a. Winter – Held in late February.

3. Team Outings

a. The Waves have attended WhiteCaps, Griffins games and been a part of parades over the years.

IX. Inclement Weather Policy and Mechanical Problems

A. PRACTICE: Occasionally, practice is cancelled due to inclement weather.

The following situations warrant a cancellation of practice:

1. Tornado Watch – If a tornado watch is issued during practice, practice will be canceled and parents will be required to pick up swimmers. If a tornado watch runs into practice, practice will be canceled.
2. Tornado Warning – All participants and staff will seek shelter. *If tornado watches and warnings are not during a practice time, practice is as scheduled.*
3. Inclement Weather - If EGR Public Schools are closed due to weather or the EGR Recreation Department cancels all activities, the Waves' practices will also be canceled.
4. A message will be placed on the hotline and the website will be updated if possible.
5. Every effort will be made to contact parents due to a cancellation.
6. Coaches will stay with swimmers at all times and have them notify you if already at practice.

B. SWIM MEETS: Occasionally, a swim meet is cancelled due to inclement weather.

1. The morning of the meet, a determination will be made by 6:15 a.m., as to whether or not it will proceed.
2. A message will be placed on the hotline. The website will be updated if possible.

C. MECHANICAL PROBLEMS: Sometimes, the pool may close due to a mechanical problem. A message will be placed on the hotline and we will do our best to contact parents. Coaches will stay with any swimmers who already arrived, until they are picked up from the pool.

Appendix A
EGRA Waves Parent Code of Conduct

The Waves program has continued to grow in both size and success over the past several years. Much of this success can be attributed to everyone doing his or her part (Parents, swimmers and coaches). We feel it is important to specifically address what type behavior is expected of swimming parents so we can continue to provide the best environment.

As a member of the East Grand Rapids Aquatics Waves organization I will abide by the following guidelines:

1. I will positively support my swimmer regardless of performance or place.
2. As a parent, I understand that swimming is my swimmer's activity and I will refrain from imposing my ambitions upon him or her.
3. Be a role model to parents on our own club and represent myself in a respectful manner at all EGRA activities.
4. As a parent, I know my role is to be the parent and not coach my swimmer at practice/meets or disrupt the coaches on deck.
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. Maintain open communication with my swimmer(s) coach.
7. Show my support for the EGRA organization by volunteering at meets, serving on committees/BOD, participating in EGRA activities and functions.
8. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents should address officials through the coaching staff only.

Should I conduct myself in such a way that violates the above guidelines or discredit to EGRA, I voluntarily subject myself to disciplinary action. EGRA maintains the right to terminate any membership with/without cause in the interest of our mission.

Appendix B

Drugs, Alcohol and Tobacco

The use of drugs, alcoholic beverages and tobacco products poses a risk to the health and safety of young people. In addition to this risk, the possession or use of drugs or alcoholic beverages can have serious legal consequences for youth. The club will strive to instill in its swimmers a commitment to abstain from the illegal use of drugs and alcoholic beverages and the use of tobacco products. The club will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults. To these ends, the club has adopted the following policies:

1. A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs or controlled substances, which tend to bring discredit to the swimmer or EGRA or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply at all times.
2. A swimmer shall not possess, use, or be under the influence of an alcoholic beverage while on the club premises or during a team event.
3. A swimmer shall not possess or use a controlled substance on the club premises unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached. A “controlled substance” is any drug for which a prescription is required.
4. A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug. “Drug paraphernalia” means any device designed or used for the purpose of introducing a drug into the body, including, for example, rolling papers, bongs and crack pipes. “Illegal” drug means any drug, which is illegal under the laws of the State of Michigan and any drug or substance, which is banned, by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency. Illegal drugs include, for example, marijuana, cocaine and steroids. This prohibition shall apply at all times.
5. If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or the legal guardian of the swimmer will be notified.
6. A “team event” includes any swim meet, travel trip, event or activity in which the swimmer participates as a member of EGRA. “Club premises” includes any facility owned, leased or used by EGRA for a meet, practice or any other club sponsored event or activity.
7. EGRA reserves the right to bar or remove a swimmer if they violate the above policies while a member of EGRA or during their high school/middle school year.

Consequences for violating the Drug, Alcohol and Tobacco policy

Our first priority is to help the swimmer:

If a swimmer is concerned about his own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach his involvement with drugs and alcohol will not be charged with a violation of the Team Rules as a result of such disclosure.

EGRA recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality is upheld and that the privacy of those involved will be maintained and respected.

EGRA further recognizes that parents are the first and most important teachers of their children with regard to the use of alcohol, drugs and tobacco products and that parents are primarily responsible for their children’s behavior in these and all other matters. It is EGRA’s view however that any behavior that tends to bring discredit to the club is a legitimate cause of concern and falls within the purview of club review.

1. If the head coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer’s coach and parent or legal guardian. The penalty or consequences for a violation of the Team Rules will be at the discretion of the head coach. The penalties or consequences may include, but are not limited to one or more of the following.
 1. Counseling by the coach or designee
 2. Community Service

3. Restriction from team trips and/or swim meets
 4. Loss of privileges
 5. Probation
 6. Suspension or
 7. Dismissal from the club.
-
2. In addition to any penalty imposed, a swimmer who is found to have violated a Team Rule relating to the use or possession of drugs or alcoholic beverages may be required, as a condition of remaining in the club, to have an assessment to determine their risk of chemical dependency. If a substance abuse problem is identified by an assessing agency, the swimmer must successfully complete the treatment program recommended by the agency as a condition of remaining in the club. Any costs associated with the requirements outlined in this paragraph will be borne by the swimmer or his/her parent(s) or legal guardian. Failure to complete a treatment program will result in dismissal from the club.
 3. When the head coach determines a swimmer has violated a team rule that requires a penalty/consequence beyond counseling by the coach or designee, the head coach shall report such violation and the penalty/consequence as soon as possible to the President of the club. In those situations that call for a penalty/consequence beyond counseling by the coach or designee, the head coach shall also create and maintain a written record of the violation and penalty/consequence in each case.
 4. A swimmer, his parents or legal guardian may appeal to the EGRA Board of Directors from a suspension or dismissal. The swimmer and his parents or legal guardian shall have the right to appear before the Board of Directors to argue against the suspension or dismissal and may have, at their election, an additional person appear with them to represent their interests. The Board of Directors may affirm, modify or reverse the action of the head coach. While appeal is pending, the suspension or dismissal will be stayed.
 5. If a swimmer is suspended from the club, there will be no refund or abatement of dues for the period of suspension. If the swimmer is dismissed from the club, the contract between EGRA and the swimmer's parent or legal guardian will terminate on the date the dismissal becomes effective. However, the parent or guardian will be liable for the dues incurred up to the effective date of the dismissal.

Appendix C

Travel Meet Policies

No swimmer without a valid driver's license shall attend a meet unless accompanied by a parent or a chaperone arranged for by the swimmer's parents.

No swimmer shall drive a car to, from, or at an away swim meet unless accompanied by a parent or chaperone. Swimmers 16 years of age and older may drive themselves, but may not be accompanied by younger swimmers.

If the team sponsors travel arrangement for swim meet, swimmers are expected to participate with the team travel arrangements, unless other arrangements are approved by the coach in advance.

All team members are reminded that when traveling on trips, competing in meets, and attending other meet-related functions, you are representing both yourself and the EGRA program. Your behavior must positively reflect the high standards of the club.

All swimmers and chaperones traveling with the team will attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip related timetables as needed. Being prompt and on time is essential.

Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone.

Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip.

When traveling by van, swimmers must wear seat belts and remain seated at all times.

Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone/coach has granted permission (i.e. for a small group to watch a movie).

Swimmers are to refrain from inappropriate physical contact.

All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew, all lights, TV's, electronic equipment, etc. must be turned off and no talking is permitted.

Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals.

All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.

When group meals are contracted for with a hotel or restaurant, all swimmers and chaperones on the trip are expected to participate in and share the cost of these meals.

Swimmers are expected to travel with and stay with the team on team travel trips. Any exceptions to this policy must be approved by the Head Coach or his designee prior to the trip.

Chaperones must agree to fulfill their responsibilities to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones.

Violation of these rules will result in disciplinary action, including the possibility of being sent home from the meet at the expense of the swimmer's family.

Appendix D
Medical Release Form

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of the East Grand Rapids Aquatics swim club for travel trips. If the swimmer is 18 years of age or older, the swimmer must **also** sign this form.

MEDICAL RELEASE

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF,
_____ (NAME OF THE SWIMMER) IS IN GOOD PHYSICAL
CONDITION AND HAS NO CONDITION WHICH WOULD IMPAIR PARTICIPATION IN THE
PROGRAM. IN CASE OF INJURY, I HEREBY GIVE THE EAST GRAND RAPIDS AQUATICS AND
IT'S COACHING STAFF PERMISSION TO ACT ON MY BEHALF IN SEEKING MEDICAL TREATMENT
FROM ANY LICENSED PHYSICIAN, HOSPITAL OR CLINIC FOR MY CHILD IN THE EVENT THAT
SUCH TREATMENT IS DEEMED NECESSARY. I GIVE PERMISSION TO THOSE ADMINISTERING
MEDICAL TREATMENT TO DO SO USING METHODS DEEMED NECESSARY. I ABSOLVE EAST
GRAND RAPIDS AQUATICS AND IT'S COACHING STAFF FROM ALL LIABILITY WHILE ACTING
ON MY BEHALF IN THIS REGARD

Participant Signature (if over the age of 18)

Parent/Guardian Signature:

Home Phone:

Parents Daytime Phone:

If parents are not available, please call the person designated below:

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Relationship: _____

Additional comments regarding medical history, allergies, penicillin or drug reactions,
etc.....which may be needed in rendering medical treatment:

Parent/Guardian Insurance Information:

Company Name:

Policy #:

Address

Phone:

Appendix E Athlete Protection

Protecting our young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of our organization.

- Our swim club follows polices and guidelines set forth by USA Swimming in regards to athlete protection.
- For a description of polices and guidelines, please visit www.usaswimming.org and go to the Safe Sport section.
- Parents are encouraged to visit the Safe Sport section of the website. Please contact a board member or head coach if you have questions.

Electronic Communication Policy of East Grand Rapids Aquatics

PURPOSE

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

GENERAL CONTENT

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

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

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

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find

appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

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

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

Accessible: 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.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

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

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

Action Plan of East Grand Rapids Aquatics to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at East Grand Rapids Aquatics (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 East Grand Rapids Aquatics takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

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

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

REPORTING PROCEDURE

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

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

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

HOW WE HANDLE BULLYING

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

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

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

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

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

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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation 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.

EGRA LOCKER ROOM MONITORING POLICY

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: Butch Briggs Natatorium (EGR Community Pool)

2211 Lake Drive SE
East Grand Rapids, MI 49506

This location has: A changing area that is shared with the general public. As such, there are likely to be people who are not associated with East Grand Rapids Aquatics in the changing area around the time of practice.

We practice at: Wealthy Pool (Wealthy Elementary)

1961 Lake Drive SE
East Grand Rapids, MI 49506

This location has: A changing area that is shared with the general public. As such, there are likely to be people who are not associated with East Grand Rapids Aquatics in the changing area around the time of practice.

We practice at: Calvin College (Venema Aquatic Center)

3195 Knight Way SE
Grand Rapids, MI 49546

This location has: A changing area that is shared with the general public. As such, there are likely to be people who are not associated with East Grand Rapids Aquatics in the changing area around the time of practice.

MONITORING

General Policy Considerations

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

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same- sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

EGRA MODEL PHOTOGRAPHY POLICIES

PURPOSE

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

POLICIES

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

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

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

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

EGRA Photography Consent Form

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

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

As the parent/caregiver of _____ I allow the following

Take photographs to use on the club's secure website Consent given
 Consent refused

Take photographs to include with newspaper articles Consent given
 Consent refused

Video for training purposes only
 Consent given Consent refused

Signed: _____

Dated: _____

Please return this form to: _____

Appendix F

EGRA Waves Technical Suit Guidelines

The competitive sport of swimming is constantly changing and evolving. There are new ideas about training, “faster” pools being built, new equipment released and the introduction of technical racing suits. In year’s past, swimmers would work hard throughout the season and prepare for their championship meet by resting and tapering, eating well and shaving (older swimmers only!).

Now swimmers can “suit up” at the end of the season by wearing a technical suit in hopes of swimming even faster times.

Technical suits (which can cost up to \$500!!!) are engineered to enhance the swimmer's buoyancy in the water while decreasing resistance and drag. “Tech” suits include the Fastskin, Fastskin2, the Lzr, Lzr Pro, Fastskin Pro, the Aquablade, ect.

While wearing a technical suit may be an important part of swimming fast at the end of the season, our coaches want parents to use the following guidelines:

1. When should my swimmer wear a tech suit?
 1. Wearing a technical suit should be reserved for that swimmer’s last meet of the season or last chance to make a certain cut. We want our swimmers to value hard work, skill, and technique as means to improvement; and believe that tech suits should be used in conjunction with this preparation.
 2. In high school, swimmers are not allowed to wear these suits until their very last meet so we try to mirror the same philosophy in our program.
2. What age/group is generally appropriate for a tech suit?
 1. Swimmers in the Wealthy groups do not need a technical suit. They can make bigger improvements by improving technique (streamlining, faster starts, ect).
 2. Additionally, these suits are expensive and younger swimmers will most likely outgrow them in a short period of time. It is best to delay wearing one of these suits until later in their career, or for bigger meets.
 3. Swimmers in Silver and above may start to consider wearing a technical suit as they push themselves to achieve Junior Olympic, State, and Zone level cuts.
3. What suit style should I choose for a tech suit for a “first-timer” at the Junior Olympic or State Meet?
 1. It is our recommendation that swimmers in Silver and even Gold begin with a Speedo Fastskin2 or Speedo Aquablade style suit. For the both suits, both girl’s and boy’s suits follow our team suit style: girls are a one piece style, while boys are a jammer style. It is a great suit that will last and is easy to get on.
4. What suit style should I choose for a higher level meet?
 1. As swimmers move up to higher level meets (State, Zones, Sectional, Nationals), coaches highly recommend a kneeskin variation such as the Speedo Lzr and the Lzr Pro (cut goes down to the knees for girls) for girls and jammer variation for boys. Suits at this level are expensive: \$250-\$500. They only last for a couple of championship meets before wearing down. These suits can often take 10-20 minutes to put on because they are so tight!
 2. By waiting to get one of these suits later in their career, many kids will keep the same size and swimmers who qualify for those higher level meets (Jr Nationals, Nationals, Olympic Trials) often receive a free or discounted suit.
5. Where can we get a tech suit?
 1. Our team dealer, MakingWaves.

2. Speedo is our team suit and we receive a discount. Often swimmers find a different brand that fits better. It is fine to purchase a different brand but you won't get the Speedo discount. An example of a different suit is the Blueseventy Jr. which is an excellent suit for more petite Silver and above swimmers according to some of our parents.

You can also order them directly from the suit manufacturer or we have even seen them on Ebay. Please make sure that the suit that you purchase is an approved FINA suit!

Again, we want to reiterate the thought process that goes into choosing to wear a technical suit. There is much more that goes into swimming fast than putting on an expensive suit, and your coaching staff hope that our suit policy will stress the hard work and preparation, instead of the quick fix.

If you have questions, please contact your swimmer's coach.

Go Waves

