

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/or 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 a safe and welcoming 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:

1. Expecting a high level of **COMMITMENT**

| Coaches | Swimmers | Parents |
|---|--|---|
| We offer appropriate opportunities for all levels | Desire to grow, improve, and be a better swimmer | You registered your swimmer in swimming for a reason – IT IS A GREAT SPORT! |
| We coach swimmers based on what they need to reach their goals | Honor your teammates with your effort | Please bring your swimmer to scheduled practices and meets |
| | High level of attendance at practice and meets | |

2. Working together as a **T.E.A.M** (**T**ogether **E**veryone **A**chieves **M**ore)

| Coaches | Swimmers | Parents |
|---|--|---|
| We don't know of anyone who wants to come to practice by himself/herself | Get to know the swimmers, in your lane, your group, or other groups! | Be a positive role model for your swimmer, other parents, and the club |
| We work together as a TEAM; both at practice and at meets | Honor your teammates with your effort | Applaud, cheer, and congratulate your swimmer and others for their effort |
| | Applaud, cheer, and congratulate others for their effort | Volunteer |
| | | Sit together in the stands, and get to know one another |

3. Excellence in **Technique**

| Coaches | Swimmers | Parents |
|----------------------------------|------------------------------|-----------------------|
| Provide daily stroke instruction | Attend scheduled practices – | Bring your swimmer to |

| | | |
|---|---|---|
| and feedback | mastering skills takes time! | scheduled practices and meets |
| Utilize drills and practices that improve skills and technique of your swimmers | Learn all 4 strokes, and be open to new methods and practices | Leave the coaching to the coaches |
| Track progress of your swimmers | Look and listen to coaches for feedback, and ask questions | Ask questions, but understand that coaches and parents may disagree – both, however, have the best interest of the swimmer in mind! |
| | Always look for ways to improve yourself. No one is perfect! | |

4. Great Racers

| Coaches | Swimmers | Parents |
|--|--|---|
| Provide many opportunities for swimmers to be challenged at practice and meets | To be great racers, you need to come to practice often and attend meets | Foster an attitude that your swimmer’s effort contributes to the team |
| Hold swimmers to a high standard | Learn all 4 strokes, and be open to new methods and practices | To be great racers, your swimmer needs to come to practice and meets. |
| | Push yourself and your teammates at practice – they can help you get better! | |
| | RELAYS - relays are truly a team effort, and it is an honor to be on any relay | |

5. Physically and Mentally Tough Swimmers

| Coaches | Swimmers | Parents |
|---|---|---|
| Create practices and opportunities that are designed for progression – develop athletes, not just swimmers | Set progressive goals to excel as an athlete | Make sure your swimmer gets enough rest |
| Dry land, stretching and working with injured swimmers (physically or mentally) | Take care of yourself outside of the pool (eat well and get plenty of rest) | Provide a well-balanced diet |
| Assist with goal setting | Give your best effort in everything you do | Make sure your swimmer has a goal/purpose to swimming – they shouldn’t just be swimming to please you |
| Assist with mental preparation | | |

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!

2019 Board of Directors

Jen Reifinger - President
Brian Marcukaitis – Treasurer
Kyle Williams - Secretary
Craig Alguire
Amanda Coppess
Dave Chandler
Pete Michell
Mark Periard
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 before advancing to the next group.
 - The outcome will be well-rounded swimmers with exceptional skills. All swimmers will progress at different rates, and this is taken into consideration as coaches design practices for each group.
 - Swimmers progress to the next level when they exhibit the necessary skills.
 - The following are taken into consideration: proficiency of skills, attendance at practices 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.
2. 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).
3. 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 in both practices and meets.
4. **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. There are three levels to Senior:
- **Senior Development:** for high school swimmers looking to stay in shape and train in preparation for their high school season.
 - **Senior:** for ages 13+ training at the highest level for championship meet preparation. Attendance standards are required for this level and it is for those swimmers who have made the commitment to practicing and swimming at a high level.
 - **Senior Platinum:** Similar to Senior, Senior Platinum is dedicated towards training for peak performance at high, National level championship meets such as Sectionals, Jr Nationals, US Open, Olympic Trials, etc. Attendance standards are mandatory, and dryland training, nutrition and mental training are all components of this highest level of Waves.

C. Expectations for Swimming Groups

1. Pre-Competitive (Age 6-8):

- 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.
- 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.

- Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 25 yards.
- Swimmers should be striving for WMSL A times.
- 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 |
| Swim a 25 backstroke | Swim a 25 of each stroke legally (50 of backstroke and breaststroke) |
| Execute a dive from the side or the blocks; execute a backstroke start | Execute a competitive start from the blocks; execute a competitive backstroke start |
| Streamline 5 yards | Streamline 5 yards |
| Attends at least 2 practices/week | Execute a flip turn and a touch turn |
| Desire to improve in swimming by moving to the next level | Attends at least 2 practices/week |
| | Attends and competes in meets at a WMSL A/B level |
| | Understands general swim etiquette such as circle swimming, leaving 5 seconds apart, etc. |

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

- Swimmers will be learning all 4 strokes and working towards swimming all strokes legally for 50+ yards and in the 100 IM.
- Swimmers should be striving for WMSL A and Jr Olympic (Q2) times.
- 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, streamlining off every wall |
| Swim a 50 backstroke, 50 breaststroke and 25 butterfly legally | Swim a 100 backstroke, 100 breaststroke, 50 butterfly and 100 IM legally |
| Execute a competitive start from the blocks; execute a competitive backstroke start | Swim 8x100 Free @2:00 – holding under 1:50 on all 8 |
| Streamline 5 yards | Execute a competitive start from the blocks; a competitive backstroke start; has a basic understanding of relay exchanges |
| Execute a flip turn and a touch turn | Execute a flip turn and a touch turn |
| Attends at least 2-3 practices/week | Attends 3 practices/week |
| Attends and competes in meets at a WMSL A/B level | Attends and competes in both USA and WMSL Meets – strives for WMSL A Meet and Junior Olympic Meet cut times |
| Understands general swim etiquette such as circle swimming, leaving 5 seconds apart, etc and has a desire and willingness to learn and improve | Ability to read a pace clock and follow practices written out on the board |

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

- Swimmers will be working towards completing the requirements for an IMX score. (200 IM, 200 Free, 100 Back, 100 Breast and 100 Fly).
- Swimmers should be striving for Junior Olympic (Q2) and State (Q1) times.
- Swimmers should be attending 3-4 practices a week.

| Incoming Expectations | Outgoing Expectations |
|--|---|
| Swim a 400 free with flip turns, streamlining off every wall | Swim a 500 free with flip turns, streamlining off every wall |
| Swim a 100 backstroke, 100 breaststroke, 50 butterfly and 100 IM legally | Swim IMX events – 100 fly, 100 back, 100 breast, 200 IM and 200 Free (12&U) |
| Swim 8x100 Free @2:00 – holding under 1:50 on all 8 | Swim 8x100 Free @1:40 – holding under 1:30 on all 8 |
| Execute a competitive start from the blocks; a competitive backstroke start; has a basic understanding of relay exchanges | Execute a competitive start and breakout from the blocks and backstroke start; understands proper relay exchanges |
| Execute a flip turn and a touch turn | Execute a flip turn and a touch turn |
| Attends 3 practices/week | Attends practice ~4 times/week (75% practice attendance) |
| Attends and competes in both USA and WMSL Meets – strives for WMSL A Meet and Junior Olympic Meet level | Attends and competes in both USA and WMSL Meets – strives for Junior Olympic and State level |
| Ability to read a pace clock and follow practices written out on the board | Ability to do sets without direction of coach; knows what intervals are appropriate and when to leave on pace clock |
| Desire to learn and improve | Sets goals for their season and is committed towards progress and improvement |

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

- 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
- Swimmers should be striving for Junior Olympic (Q2), State (Q1), and Zone (AAA) times.
- Attend at least 4-5 (75%) practices a week.

| Incoming Expectations | Outgoing Expectations |
|--|---|
| Swim a 500 free with flip turns, streamlining off every wall | Swim a 1000 free with flip turns, streamlining 5 yards off every wall |
| Swim IMX events – 100 fly, 100 back, 100 breast, 200 IM and 200 Free (12&U) | Swim IMX events: 12&Unders: 100 Fly, 100 Back, 100 Breast, 200 IM and 500 Free 13&Over: 200 fly, 200 back, 200 breast, 200/400 IM, 500 Free |
| Swim 8x100 Free @1:40 – holding under 1:30 on all 8 | Swim 8x100 Free @1:20 – holding under 1:15 on all 8 |
| Execute a competitive start and breakout from | Execute a competitive start and breakout from the |

| | |
|--|---|
| the blocks and backstroke start; understands proper relay exchanges | blocks and backstroke start; understands proper relay exchanges |
| Execute a flip turn and a touch turn | Execute a competitive flip turn, touch turn, and IM turn |
| Attends practice ~4 times/week (75% practice attendance) | Attends practice 4-5 times/week (80-90% practice attendance) |
| Attends and competes in both USA and WMSL Meets – strives for Junior Olympic and State level | Attends and competes in both USA and WMSL Meets – strives competitive finishes at the State and Zone level |
| Ability to do sets without direction of coach; knows what intervals are appropriate and when to leave on pace clock | Ability to do sets without direction of coach; knows what intervals are appropriate and when to leave on pace clock |
| Sets goals for their season and is committed towards progress and improvement | Sets goals for their season and is committed to increasing levels of practice and competition |

7. **Senior** (Ages 13+) – Swimmers in this group can complete all of the outgoing requirements for Gold.

- 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 at the highest level at championship meets. To prepare for peak performance, swimmers are expected to commit to a serious training program and balance other activities and school 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 situations arise, and schoolwork may get heavy. 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.

| Senior Group | Criteria | Emphasis | Attendance & Requirements |
|---------------------------|---|---|--|
| Senior Development | High school swimmers | Conditioning to stay in shape during non-high school season while working on technique, skills, and underwaters | 3x practice/week minimum Equipment bag required: fins, kickboard, pull-buoy, paddles, snorkel Meets optional |
| Senior | 13&Over and high school swimmers with at least 3 Junior Olympics cuts, or 2 MI Swimming State | Full season training plan for championship meet preparation and integration with HS | 80% or higher weekly attendance including dryland; Summer LCM practices required |

| | | | |
|------------------------|--|--|--|
| | <p>cuts</p> <p>10x100 Base Free @1:20</p> <p>6x100 200 IM @1:40</p> <p>8x100 kick repeats @2:00</p> | <p>season. This is for swimmers 13&Over who will compete at championship level meets and are <u>committed</u> to their goals within swimming</p> <p><i>13-14 year-olds in Gold may be asked to join Senior by meeting the following criteria: 10X100 @1:20, at least 80% attendance in Gold, has 2 MI Swimming state qualifying times and has a desire to make a serious commitment to swimming.</i></p> | <p>Equipment bag required: fins, kickboard, pull-buoy, paddles, snorkel</p> <p>Attends USA Meets and Junior Olympic/State Championships</p> <p>Complete IMX events on a yearly basis</p> |
| Senior Platinum | <p>13&Over and high school swimmers with at least 2 sectional cuts, or higher</p> <p>10x100 Base Free @1:10 (boys)/1:15 (girls)</p> <p>8x100 IM @1:30/200 IM @3:00</p> <p>8x100 kick repeats @1:45</p> | <p>Multi-year training for peak performance and qualifying for high level championship meets (Sectionals, Futures, Jr Nats, Trials) while integrating with HS season.</p> <p>Must be committed to achieving their goals through year-round swimming.</p> <p>Dryland training, goal setting, nutrition and mental training are all components of being successful at this level.</p> | <p>90% or higher weekly attendance including dryland; Summer LCM practices required</p> <p>Equipment bag required: fins, kickboard, pull-buoy, paddles, snorkel, tempo trainer</p> <p>Attends USA Meets and State/Highest Level Championship Meets</p> <p>Complete IMX events on a yearly basis</p> <p>Yearly travel trips/meets</p> |

II. Expectations for Volunteers

- A. The Waves host 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.
- B. 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 \$25/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. Responsible for any scratches, changes and printing of results. | 4-5 hours. Meet manager computer worker should arrive 15 minutes prior to warm-up to 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. |

III. Swimmers' Responsibilities

A. Practice

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

B. Meets

- a. Arrive at least 15 minutes prior to the beginning of warm-up.
- b. Some meets require check-in. If you arrive late, you will be scratched from the meet.
- c. Please wear the EGRA team suit and cap at all meets.
- d. Stay on deck during meets so coaches can locate you.
- e. If you need to scratch from an event, you must discuss this with your coach.
- f. 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.
- g. Please check with your coach immediately after swimming. Coaches provide helpful encouragement and useful feedback. Sit with team members.
- h. 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.
- i. Eat only nutritious food and drink plenty of non-carbonated fluids during the meet.
- j. Have plenty of dry clothes and towels (2 or 3) on hand to stay warm.
- k. Stay until the end of the meet. If not possible, notify the coach when you must leave.

IV. Parents' Responsibilities (Please see Parent Code of Conduct in Appendix A)

A. Practice

- a. Have your swimmer(s) arrive on time with the proper equipment.
- b. If your swimmer is going to be late or needs to leave early, please send a note or email.
- c. 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.
- d. Let swimmers come out on deck by themselves.
- e. Parents should watch practice from the stands. If you need to talk to your swimmer, go through the coach.
- f. If parents coach their swimmer at the pool or disrupt practice, they may be asked to leave.
- g. Leave the coaching to the coaches.
- h. Any questions or concerns should be addressed to the coach privately, after practice.
- i. Trust your coach's ability and judgment in front of other parents and especially, your children.
- j. 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.
- k. Volunteer time to help set-up for any special events, put information in folders, distribute ribbons, etc.

B. Meets

- a. 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.
- b. If your swimmer is more than 15 minutes late, they will be scratched (removed) from the meet.
- c. Let your swimmer(s) come out on deck by themselves.
- d. Parents will watch the meets from the stands, unless volunteering.
- e. If you need to talk to your swimmer(s), go through the coach.
 - i. During USA meets, only registered coaches, officials and scheduled volunteers are allowed on deck.
- f. Events for swimmers will be posted on the website and on the OnDeck app.

C. Keeping Swimming in Perspective

- a. Early in their swimming careers, many swimmers receive serious training for the first time, which results in better strokes and faster times. Eventually, every swimmer will begin to plateau, and the long process begins, where swimmers work hard for every tenth of a second.
- b. 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.
 - i. Common reactions include:
 1. Blaming the coach.
 2. Suspecting that your swimmer has slacked off in practice.
 3. Believing that your swimmer isn't capable of improvement.
 4. Excusing the performance for some other reason.

- c. 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:
 - i. Leave the coaching to the coaches. Encourage swimmers to do their best and do not coach in the car or at home.
 - 1. Discuss swimming at home, only when the subject is raised by the swimmer.
 - ii. Swimmers spend a great deal of practice time at the pool; given this intensity, follow their lead.
 - iii. Always find something to praise in your child's performance.
 - iv. Don't bribe your swimmer with rewards.
- d. 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.

V. 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.
 - a. Team Apparel
 - i. Our supplier is Making Waves. Information is posted on the website under "Team Equipment and Apparel."
 - b. Team Caps and Shirt
 - i. Each swimmer will receive 2 silicone caps in their first season, as well as every Fall/Winter season.
 - ii. Extra caps are available for purchase. Championship meet apparel will be free of charge for swimmers for the State Meet and above.
 - c. All swimmers will also receive a team t-shirt.

VI. 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:
 - a. Supporting the team atmosphere
 - b. Being challenged
 - c. Learning how to manage themselves
 - d. Test their proficiency
 - e. Learning how to handle success and failure.
 - f. 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.**
- C. Parents are responsible for accommodations and travel to swim meets. In rare cases on Senior level travel meets, 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)

- a. The WMSL is a local conference comprised of ~20 teams from the West Michigan area. (Jenison, Zeeland, Holland, Rockford, etc.)
 - i. Teams are paired by size for dual meets and at the end of the season, there are two conference meets to accommodate swimmers of varying levels.
 - 1. 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.
- b. WMSL Dual Meets
 - i. All Waves swimmers are expected to compete and support the team at these meets.
 - ii. Swimmers compete in categories based on age and gender.
 - iii. Swimmers can compete in up to 2 individuals and 2 relays.
 - iv. All swimmers who sign-up will participate, and there is no cost for these meets.
 - v. Coaches determine events/relays. Not every swimmer may be in a relay.
 - vi. Dual meets in the winter are on Saturdays, and they are on Thursdays during the summer.
 - vii. Information about the location, start times, and entry deadlines are posted on our web site, under Events.
 - viii. Swimmers sign-up for these meets via our website.
 - ix. Events for swimmers will be posted on the website.
 - x. Ribbons are awarded 1st through 6th places.
 - xi. 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 | | | | |

c. WMSL Conference Championship Meets

- i. At the end of the 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 participate!**
- ii. To be eligible, swimmers must have competed in at least one WMSL meet during the current season.
- iii. Age is determined by age the first day of the meet.
- iv. Coaches will determine events and relays.
- v. Qualifying times
 1. Time standards are listed on our website.
 2. There are no qualifying times for 13-14 and 15-18 year olds.
 3. Any swimmer who achieves an “A” time must swim at the “A” meet. Swimmers who achieve an “A” time at the “B” meet are not eligible for the “A” meet.
- vi. Information about these meets will be posted on our website under Events.
 1. Swimmers can sign-up by entering from our website, and there is no cost to enter either of these meets.
- vii. 15-18 year olds do not compete in WMSL meets during the winter.

Types of WMSL Meets

| Type of Meet | Qualification | Comments |
|--------------------------|--|--|
| Dual | <p>Open to all Waves swimmers.</p> <p>In the <i>winter</i>, 12&Unders score and 13-14 scoring is at the discretion of coaches. 15-18 do not score or swim in the winter</p> <p>In the <i>summer</i>, all 18&Unders swim and score</p> | 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 do not achieve a WMSL A time AND swam in at least one dual WMSL Dual Meet. | Offered at the end of the winter and summer seasons. |
| WMSL "A" Conference Meet | <p>12&Unders who have achieved at least one WMSL "A" cut AND who have swam in at least one WMSL Dual Meet.</p> <p>There are no qualifying times for 13&Olders.</p> <p>In the <i>winter</i>, swimmers age 15-18 are not eligible for the WMSL A meet.</p> | Offered at the end of each season. There are two WMSL A Meets: 12&Under and 13&Over offered on separate days. |

E. USA Swimming

- a. 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.
- b. 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.
- c. 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.
 - i. These meets are optional but are encouraged.
 - ii. Age is determined on the first day of the meet.
 - iii. Typically, these meets last 2-3 days with different sessions for different age-groups.
 - iv. Swimmers are not required to attend all sessions or days.

- v. Swimmers will check-in at a designated area.
- vi. Some meets are designed to accommodate only certain swimmers (age-group classification or time standards). Please read the meet information carefully.
- vii. Meet information is posted on the web site and is usually available 3-4 weeks prior to the event.
- viii. Swimmers can enter these meets via our web site.
- ix. All meets include a \$10.00 coach fee per swimmer.
- x. During the summer, meets are conducted in a long course format (50-meters).
- xi. At the end of the season, Michigan Swimming hosts a State Championship Meet. Qualifying times apply.
- xii. Coaches determine events and relays with input from swimmers at the championship level.

F. 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. | Sectionals, US Open, Grand Prix, Nationals and Olympic Trials. |
| Zone Meet (AAA) | For elite swimmers in each age group, ie. those who have achieved AAA time cuts. | Zone championship meets: Swimmers represent their state in competition with others from various states. |
| State (Q1) meets | Achieved a Q1 qualifying time | State championship meets. One meet for the entire state. |
| Jr. Olympics (Q2) Times | Championship meet at the end of the season for those with a Q2 time but no faster than Q1. Only offered during the short-course (Fall/Winter) season. | Three meet for entire state. Swimmers can qualify for State at this meet. Last chance to qualify for the State Meet (Q1). |
| Districts | Championship meet at the end of the season for swimmers who did not achieve a Q2 time. Only offered during the short-course (Fall/Winter) season. | Four meets offered for the entire state. Last chance for swimmers to qualify for Junior Olympics (Q2). |
| 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. |

G. Meet Entry Procedures

- a. 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 swimmer's events.
- b. Any fees associated with meets will be added to your Team Unify account from our website.
 - i. Meet fees are billed on the 1st of each month.

H. Relay protocol

- a. 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.
- b. Below are the procedures used by the coaching staff when determining relays:
 - i. Non-championship meets
 1. We try our best to get everyone on a relay.
 2. Relays are almost always put together with the fastest combination of swimmers.
 3. A coach may change the order or swimmers on a relay.
 - ii. Championship meets
 1. WMSL A/B Meet
 - a. Only one relay per event.
 - b. Not everyone will be on a relay at the WMSL conference meets.
 - c. Coaches will determine the fastest combination of available swimmers.
 2. State and Sectionals
 - a. Relays are put together based on fastest combination of in-season swims after the last scheduled competition.
 - b. Coaches reserve the right to change the order or swimmers on a relay even the day of the competition.
 - c. 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 the relay meets the qualifying time standard.
 - d. Relays for State and Sectionals can either qualify with an actual time or aggregate time (Adding up times for the 4 swimmers).
 3. Zones
 - a. Zone relays are determined by Zone coaches. Typically, they use results from the LC State Championship.

VI. Online Registration and payment of fees

1. Online Registration
 - a. All registrations are done through our website.
 - b. Our policy regarding order of priority is as follows:
 - i. Current swimmers register first.
 1. To qualify as a “current swimmer” swimmer must have swum within the last calendar year.
 - ii. New swimmer - EGR residents
 - iii. New swimmer - All registrants
 - c. Each group will have a different time period to register.
 - d. All groups will stay open until full. Swimmers registering after a group is full will be put on a waitlist.
 - i. Swimmers on a waitlist will be notified if a spot becomes available. Waitlist will reset at the end of every season.
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)
3. 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
4. Missed meet entry deadline
 - a. If you miss an entry deadline, you should contact your swimmer’s coach immediately.
 - b. If the entries have already been sent in, we will not be able to enter your swimmer in the meet. Deck entries may be possible.
 - 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.
5. Payment of fees
 - a. All entry fees will be added to your online account. All accounts will be billed the 1st of each month with any balance.
 - i. An e-mail will be sent out a week prior to billing with a statement of your account.
 - ii. 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.
 - iii. If you have any questions, contact Brandon.
 - b. All transactions will be paid with either a credit/debit card (Visa/Mastercard).
 - c. A non-refundable registration fee is charged to each registrant to cover administrative and credit card fees.
 - d. A \$100 cancellation fee will apply to all Waves programs. No refunds after two weeks from the start of a program. Note: EGRA swimming fees are not prorated.
 - e. Entry fees are charged at different rates depending on the meet.

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

VII. Team Communication

1. Communication
 - a. There are several ways the Waves coaches communicate with the parents and swimmers.
 - i. Website: www.egrawaves.com
 1. Meet, practice information and time standards are posted here
 2. Information about coaches is posted here
 3. How and when to contact your coach is listed here
 - ii. Email
 1. Weekly Schedule Email
 2. “Coaches Corner” emails from specific group coaches
 - iii. File Folders
 1. File folders are located at both pools
 2. Awards, reminders, and handouts are distributed here.
 - iv. Bulletin Board
 1. Located at Wealthy and the high school
 - v. Website Calendar
 1. Updated with team events, functions and practice schedule

VIII. Annual Team Functions

1. Functions
 - a. Wave-A-Thon
 - i. Swimmers are put into teams and work to raise funds for the club through various means.
 - ii. Event concludes with an evening of lap swimming to further raise funds.
 - b. Team Party
 - i. Held at the end of every Fall/Winter season with a “fun night” at the pool celebrating the successes of our season.
 - c. Team Outings
 - i. The Waves have attended WhiteCaps, Griffins games, High Rope Courses, and been a part of parades over the years.

IX. Inclement Weather Policy and Mechanical Problems

1. Practice: Occasionally, practice is cancelled due to inclement weather.
 - a. The following situations warrant a cancellation of practice.
 - i. 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.
 - ii. Tornado Warning – All participants and staff will seek shelter. *If tornado watches and warnings are not during a practice time, practice is as scheduled.*
 - iii. 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.
 - b. An email will be sent out if practice needs to be cancelled.

- c. Every effort will be made to contact parents due to a cancellation.
 - d. Coaches will stay with swimmers at all times and have them notify you if already at practice.
2. Swim Meets:
- a. Occasionally, a swim meet is cancelled due to inclement weather.
 - i. The morning of the meet, a determination will be made by 6:15 a.m., as to whether or not it will proceed.
 - ii. An email will be sent out if the meet is to be cancelled. The website will be updated if possible.
3. Mechanical Problems:
- a. Sometimes, the pool may close due to a mechanical problem.
 - i. An email will be sent out and we will do our best to contact parents.
 - ii. 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

EGRA expects that parents always exhibit the highest standards of sportsmanship and model responsible behavior when participating in all EGRA activities, swimming events and practices, and when communicating with EGRA Waves coaching staff, board members and swimmers.

By signing this document, parents and guardians agree to comply with and support the following rules of this EGRA Waves Code of Conduct.

As a parent/guardian:

- I will demonstrate and model good sportsmanship by conducting myself in a respectful manner towards my child, other swimmers, parents, officials and coaches at practices, team functions and swimming events. I understand that criticizing, negative statements (written or verbal), use of degrading personal comments or abusive language and/or gestures directed towards coaches, officials, parents, spectators, and/or any other swimmers will not be tolerated.
- I understand my role is that of a parent, not as a coach, official or swimmer. I will not coach or instruct my swimmer at practice or swim meets (from the stands or from other areas) or interfere with coaches on the pool deck. As a parent, I understand that swimming is my swimmer's choice and that they compete for his/her own enjoyment, not my own. I will refrain from imposing my ambitions upon him/her.
- I will do my best to make sure my swimmer is dropped off at an adequate time before practice to allow them to get ready and be on deck before the start of practice. I will pick up my swimmer no later than 15 minutes after practice has ended.
- I will respect all coaching decisions regarding group placements and "moving-up" groups. I understand that the coaching staff has the best intentions for my swimmer and recognize that they know what level of skills, stroke technique and commitment are needed for success in the next level.
- I understand that I am not allowed on the pool deck during practice at any time, or during meets unless volunteering or performing as an official. I will abide by official's decisions and will direct any questions or concerns regarding such decisions to a member of EGRA's coaching staff.
- I recognize that I am responsible for the volunteer hour requirement each season (Precompetitive exempt) with EGRA. I understand that I will be billed at the end of the season for any unfulfilled volunteer hours.
- I understand that I am responsible for paying my swimmer's season registration, meet fees in their entirety; regardless of the number of practices or competitions my swimmer participates in. I understand that I am responsible for all meet entry fees that my swimmer has signed up for, even if my swimmer did not attend the meet due to illness, etc. I understand that all previous balances must be paid before participation in the next meet or the start of a new season.

I promise to uphold the image of EGRA and to project an image that the team can be proud of. Should I conduct myself in such a way that violates the above Code of Conduct, I voluntarily subject myself to disciplinary action as determined by the Executive Board of Directors and coaches. Physical altercations will be grounds for immediate dismissal.

1. First Offense= Private meeting with Head Coach.
2. Second Offense= Consultation with Head Coach and Executive Board President.
3. Third Offense= Dismissal from team.

Grievance Procedure:

Parents who are dissatisfied with the disciplinary steps taken with their child have the right to appeal to the Board of Directors. In such an instance, the parent(s) will notify the Head Coach and Board President. The decision of the Board of Directors will be final. Should this committee find grounds for the expulsion of any swimmer, that decision will be represented immediately for the remainder of the season and refunds will not be granted.

Parent/Guardian Name (print)

Signature _____ Date _____

Appendix B

EGRA Waves Athlete Code of Conduct

All Waves swimmers age 13 or older must review and sign this code of conduct prior to their first practice.

A swimmer should expect the following:

1. I will treat all coaches, swimmers, officials, and fans with respect regardless of age, race, creed, gender, or abilities, and I expect to be treated accordingly. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
2. I will not engage in unsportsmanlike behavior with any official, coach, swimmer, or other parent/guardian such as arguing, taunting, refusing to shake hands, or other profane language or gestures. I will encourage my parents, guardians, and teammates to also engage in good sportsmanship.
3. I will refrain from foul language, violence, and behavior deemed dishonest, offensive, or illegal.
4. I will respect all home facilities including equipment/equipment rooms, locker rooms, pool deck or pool lobby; I will respect all other facilities that we may train or compete at knowing that we are guests at such facilities. I will respect and care for the property of others. Vandalism, intentional damage to property, or theft will not be tolerated.
5. I understand that social media is “Forever.” Homophobic, misogynistic, racist, or otherwise insensitive material found on my social media may be used against me by recruiting and college admissions, and as such, may result in consequences from the EGRA organization.
6. I understand that I am a role model for my younger teammates and siblings. I will hold myself to a higher standard so that the program can continue to grow under a successful and welcoming culture. If I see something not in line with the club values outlined in this document, I will report it to a coach, parent or board member.
7. I understand that EGRA does not tolerate the use of drugs, tobacco, or alcohol. EGRA will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults (Appendix B of the Team Handbook).
8. I will adhere to all travel meet policies found in Appendix C of our Team Handbook. I understand that any infraction occurred during team travel will not only incur the discipline listed in infractions below, but also may result in my immediate dismissal from the remainder of the trip.
9. I will obey all of USA Swimming’s Rules and Codes of Conduct. I will obey EGRA’s Minor Athlete Abuse and Anti-Bullying Policy (found in Appendix E of the Team Handbook). I understand bullying and abuse of any kind will not be tolerated.

I understand that my affiliation with the team extends beyond the pool and I understand that I am a representation of the entire EGRA Waves organization. I realize that I should conduct myself within the values held by the organization to the best of my ability including displaying good sportsmanship, kindness, and politeness.

Infractions:

1st Infraction: Meeting with the coach to remind swimmer of the Code of Conduct and redirect to desired behavior. If personal actions or behavior of the swimmer directly or indirectly impacted a 2nd party, reconciliatory action is recommended and may be facilitated by the coach.

2nd Infraction: A period of sitting out from practice will occur, duration to be determined by the disciplining coach; and a meeting with the parents of the swimmer will occur. Should a second infraction occur at a swim meet, that swimmer may be removed from the rest of their events. Events will not be refunded.

3rd Infraction: Dismissal and/or suspension from practice and competition for a determined length of time and a meeting with parents, Head/Group Coach(s), and, depending on severity of infraction, members of the Board of Directors.

4th Infraction: Dismissal from the team for the duration of the current season (including practice and competition) *and* subsequent season. Swimmer may re-apply for roster status by meeting criteria including, but not limited to in person meeting with coach and parents as well as a conditional plan of return that would outline expectations for return.

If the infraction is determined to be extremely serious, coaches may move to a higher level of infraction. Examples of such infractions could include compromising the safety or culture of our swim club for other participants or coaching staff, degrading the value and or mission of the club or include malice in intent or nature.

Grievance Procedure:

Parents who are dissatisfied with the disciplinary steps taken with their child have the right to appeal to the Board of Directors. In such an instance, the parent(s) will notify the Head Coach and Board President. The decision of the Board of Directors will be final. Should this committee find grounds for the expulsion of any swimmer, that decision will be represented immediately for the remainder of the season and refunds will not be granted.

Swimmer Name (print) _____

Swimmer Signature _____ Date _____

Appendix C
Coaches Code of Conduct

As a coach, you will soon realize the importance of your role in a young swimmer’s life. Your words and your actions need to have a positive impact. Coaching is a privilege and with it comes responsibility. Coaches set the culture of the team and are responsible for maintaining the culture and conduct of their swimmers, parents or guardians, as well as other coaches in the team environment.

The purpose of this code of conduct for coaches is to establish common expectations for all coaching staff of the EGRA Swim Club. As a coach with EGRA, I agree to the following:

- I will treat all coaches, swimmers, officials, and fans with fairly, impartially, and sensitively with respect regardless of age, race, creed, gender, or abilities, and I expect to be treated accordingly. Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will not engage in any kind of unsportsmanlike behavior with any official, opposing coach, swimmer, team representative, parent/guardian or spectator such as arguing, taunting, refusing to shake hands, excessive yelling, belittling or using profane language or gestures. I will encourage my swimmers, parents, and other coaches and team representatives to also engage in good sportsmanship.
- I will coach in a positive manner and refrain from foul language, derogatory comments, and behavior deemed dishonest, offensive, or illegal.
- I understand that social media is “Forever.” Homophobic, misogynistic, racist, or otherwise insensitive material found on my social media may be used against me by parents and colleagues, and as such, may result in consequences from the EGRA organization.
- I understand that I am a role model for my swimmers. I will hold myself to a higher standard so that the program can continue to grow under a successful and welcoming culture. If I see something not in line with the club values outlined in this document, I will report it to a coach, parent, or board member.
- I will always place the well-being, health, and safety of swimmers above all other considerations, including performance. I will use techniques and a coaching style that is appropriate for the skill level and age range that I work with, and will do my best to organize practices that are fun and challenging for all the swimmers in my group.
- I will continue to seek and maintain my own professional development in all areas in relation to coaching swimming and teaching children.
- I will always maintain a professional separation between coach and athlete and parent of athlete.
- At all times, I will adhere to USA Swimming’s rules and code of conduct as well as all rules and guidelines set forth in the EGRA Team Handbook. I will be knowledgeable in these rules and procedures so that I can communicate and teach these rules to the swimmers I work with.

I understand that my affiliation with the team extends beyond the pool and I understand that I am a representation of the entire EGRA Waves organization. I realize that I should conduct myself within the values held by the organization to the best of my ability including displaying good sportsmanship, kindness, and politeness.

Coaches Name (print) _____

Coaches Signature _____ Date _____

Appendix D
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 or 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 E
Travel Meet Policies

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) When traveling by van, swimmers must wear seat belts and remain seated at all times.
- 9) 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).
- 10) Swimmers are to refrain from inappropriate physical contact.
- 11) 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.
- 12) 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.
- 13) All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) 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.

In addition to the above team policies, the following USA Swimming policies also apply regarding travel:

TRAVEL

Local Travel

- Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
- Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.
- [Recommended]
Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

Team Travel

- Team travel is travel to a competition or other team activity that the organization plans and supervises.
- During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
 - When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
 - Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
- Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
- Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location

Parent/Guardian Insurance Information:

Company Name:

Policy #:

Address

Phone:

Appendix G
Minor Athlete Abuse Protection Policy

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes. Collectively “Applicable Adult(s)”
- For a description of policies and guidelines, please visit www.usaswimming.org and go to the Safe Sport section. We also have a link on our homepage.
- Parents are encouraged to visit the Safe Sport section of the website. Please contact a board member or head coach if you have questions or any concerns.

One-on-one Interactions Policy of EGRA

PURPOSE

East Grand Rapids Aquatics (the “Club”) is a team and with a team there are lots of interactions between coaches, athletes, parents, officials and volunteers. Those experiences should be a positive, encouraging, and safe interaction. We follow the policies listed below to achieve this outcome:

- I. Observable and Interruptible
One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- II. Meetings
 - a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.
- III. Meetings with Mental Health Care Professionals and/or Health Care Providers
If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - a. The door remains unlocked;
 - b. Another adult is present at the facility;
 - c. The other adult is advised that a closed-door meeting is occurring; and
 - d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

- IV. Individual Training Sessions
Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

Electronic Communication Policy of EGRA

PURPOSE

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.

- I. Content
All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- II. Open and Transparent
Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete’s legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete’s legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

- III. Requests to Discontinue
Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- IV. Hours
Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.
- V. Prohibited Electronic Communication
Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor

athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” the club and/or LSC’s official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

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.

We practice at: Jenison High School
2140 Bauer Rd
Jenison, MI

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.

LOCKER ROOMS AND CHANGING AREAS

- i. Requirement to Use Locker Room or Changing Area
The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

- II. Use of Recording Devices
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- III. Undress
An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions
Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- V. Monitoring
The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
- a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VI. Legal Guardians in Locker Rooms or Changing Areas
Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator 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: _____

Massages and Rubdowns/Athlete Training Modalities Policy of EGRA

PURPOSE

This policy is in place to define appropriate forms of physical manipulation by a professional and in an open, observable environment. At elite levels of swimming, it is not uncommon for athletes to use massages and rubdowns by trained professionals to aid in recovery and injury treatment. EGRA currently does not use any of these but the policy is place for any potential future use of such modalities for athletes.

- I. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
 - a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
 - d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan

Appendix H
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.

Appendix I
Consent Forms through SafeSport

1. Permission for Adult Athlete Lodging with Minor Athlete

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (minor athlete), to stay in the same hotel room of, or share a sleeping arrangement or other overnight lodging location with _____ (unrelated adult athlete) at _____ (location of hotel room or other overnight lodging location) from _____ to _____ (dates of applicable rooming arrangement). I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

2. Permission for Licensed Massage Therapist:

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (massage therapist or other certified professional) to provide a massage, rubdown and/or athletic training modality on _____ (minor athlete) on _____ (date) at _____ (location).

The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____ (minor athlete) and _____ (massage therapist or other certified professional) in the room. I acknowledge that I have the right to observe the massage, rubdown or athletic training

modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

3. Permission for Local Transportation

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____, an unrelated Applicable Adult to provide local vehicle transportation to _____ (minor athlete) to _____ (destination) on _____ (date(s)) at _____ (approximate time), and further acknowledge that this written permission is valid only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: _____

Date: _____

4. Permission for Travel to Competition

I, _____, legal guardian of _____, a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for _____ (minor athlete), to travel with _____ (Applicable Adult), to travel from _____ (point of origin) to _____ (destination) to attend the _____ (name of competition) from _____ to _____ (dates of travel to competition).

I acknowledge that _____ (minor athlete) cannot share a hotel room, sleeping arrangement or other overnight lodging location with _____ (Applicable Adult) at any time. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

