



Meridian Swim Association

Parent Handbook

Loving to Swim,

Learning to Compete,

Living Fit for Tomorrow

www.meridianswim.com

Effective August 2019

2019-2020 Board of Directors

Meridian Swim Association is a parent-run organization. Each year officers and board members are elected. Each board member strives to make MSA a top-notch organization that fulfills the goals set forth in this handbook.

Feel free at any time to contact a board member with your concerns or questions.

Board Members:

Position	Name	Phone	Email address
President	Megan Bishop		bishop5825@bellsouth.net
Vice-President			
Secretary			
Treasurer/Secretary	Susan Kirchhefer		skirchhefer@comcast.net
Billing/Registrar	Erica Heggie	601-595-1740	ericaheggie@comcast.net
Member	Kim Ford		peaceoutcatering@aol.com
Member	Wade Heggie	601-484-8763	wadeheggie@comcast.net

MSA GOALS

Mission Statement

Meridian Swim Association is committed to continuing its tradition of competitive swimming excellence. Through dedication and hard work, each team member is given the opportunity to achieve his/her fullest potential as an individual and athlete. By providing a coaching staff, combined with parental commitment, we seek to provide a healthy and motivating environment of enhanced self-esteem and pride in accomplishment. We expect swimming to be rewarding and fun for all our participants.

Statement of Philosophy

The MSA coaching staff is committed to helping all swimmers in the program reach their maximum potential. We feel we can do this for swimmers of all ability levels and age ranges. Naturally, at any given time for many team members, the development of potential will be observed as time improvement in swimming events. However, we don't feel that our guidance is limited to this aspect of development. We want our program to touch their lives in a number of meaningful ways.

For the younger age groups, our emphasis is placed on teaching proper technique and enjoyment of the sport. As the swimmers progress to Silver and then Gold levels, we expect them to be able to commit to the pursuit of excellence and to exhibit good citizenship, leadership, and sportsmanship. As we accomplish these goals, we are certain MSA will become more prominent in competitive swimming in our surrounding area, and add to the development of each swimmer's character.

STAFF:

Coaching staff

Head Coach: Wade Heggie wadeheggie@comcast.net

Assistant Coach: Erica Heggie ericaheggie@comcast.net

MSA's coaching staff is dedicated to providing a swim program that is based on age, ability, and psychological level of each individual swimmer.

TO JOIN OUR TEAM

Any person may try out for the MSA swim team. The swimmer must be able to swim one (1) length of the pool, unassisted. For more information on the team, please call or e-mail the Registrar.

Once the coach has determined that the swimmer has been successful in the try out, the following criteria must be filled out and paid:

- **USA Swim Registration form and insurance fee**
 - **\$80.00 per swimmer payable to MSA**
- **MCC Registration fee for semesters at MCC**
 - **\$45.00 per swimmer payable to MSA**
- **MSA first month fees or pay semester in full and registration on the MSA website (price depends on number of swimmers)**

These forms must be returned or completed before the swimmer can attend practice.

You will be able to write one check or pay by credit/debit card (on the website) for the total amount due.

Please check with the registrar for MSA if you are unsure of totals.

Non-Returning Swimmers

If your family decides to leave the swim team, please notify the Registrar or Head Coach in writing by the 15th of the month **prior** to your final month of swimming. If no notification is received, then the family will be responsible for the next month's dues.

USA SWIMMING SWIM REGISTRATION AND INSURANCE

A Mississippi swimming registration form must be filled out prior to allowing the swimmer to swim on the team. This form, along with a non-refundable registration fee of \$80.00 should be given to the registrar on the MSA board. The current registrar for MSA is Erica Heggie.

This registers the swimmer to participate in meets and also covers the swimmer and the team with insurance. This insures the swimmer from September 1st through August 31st.

Insurance is covered by USA Swimming. Their website is www.usswimming.org.

MCC – Meridian Community College Damon Fitness Center

Fees: Semester fees are assessed by MCC not MSA.

The fall fee will be added to your statement in August for September and the spring fee will be added in January. **There will be NO discount on the MCC semester fees.**

In order to verify your swimmers attendance at the practice facility, your swimmer **MUST** sign in/out at the front desk and coaches will take attendance.

PAYMENT SCHEDULE

At the beginning of each month, your statement will be e-mailed to address we have on file. You are responsible for email address changes. Invoices will be sent even if you are set up for automatic payments.

Check payments should be made payable to MSA or Meridian Swim Association and given to the coach on deck or mailed.

The balance is due by the 7th of every month. If your payment is not received by the 15th, you will be assessed a \$10 late fee. There will be a \$25 charge and check that comes back for insufficient funds.

Do not leave cash with anyone!!!

We cannot be responsible for cash left with other swimmers/parents.

Anyone more than 2 months delinquent, you will be contacted by a board member. You will also be asked to pay your account in full before your swimmer is allowed back in the pool. **This will be strictly enforced.**

Anytime your swimmer will miss more than a month or more of practice, we must have written notice, phone call, or an email. Please contact the head coach or board member at least 2 weeks in advance.

Without notification of leaving the team, you will be responsible for paying for the whole month!

FULL SEMESTER PAYMENT DISCOUNT

Early payment is always welcome. You will receive an email stating your discounted balance on the first of the month during the Fall and Spring semesters. A discount of 10% (or more depending on number of swimmers) for full payment of a semester is offered during the first month of the semester only! After this month, you will have to pay monthly.

Early payments are non-refundable. Payments must be made in the first month of the semester. If the semester has been paid in full and you decide not to participate on the swim team anymore, we will not refund the remaining amount after the first 30 days. Please send an email to either coaches or a board member to let them know that you will be stopping the team within this time frame.

SWIM MEETS

Each event carries a FEE. FEES will be posted on the website and are not refundable. Fees will be billed immediately after the meet.

Meet fees are your responsibility. The team pays for the fees and charges your individual swimmer back to you along with a \$5.00 coach's fee per meet which helps cover travel expense for the coaches.

Swim meets are a great family experience! They are a place where the whole family can spend time together. Once you have attended one or two meets, it will become very routine, until then hopefully you will find this information helpful. Please don't hesitate to ask any MSA parent for additional information or help.

The swim year is divided into two seasons. The fall/winter season or "short course" runs from September to March. These meets are in a 25-yard or 25 meter pools. The summer season or "long course" runs from early April to July. Meets are held in a 50 meter pool (or "Olympic" competition size), 25 yards or a 25 meter pools.

Deciding to attend a meet

All swimmers are vital to our team. Swim meet participation builds team spirit, motivates swimmers to improve, and assists in obtaining points for the team. The coaching staff, with the parents' permission, reserves the right to make the final decision concerning which events MSA swimmers are entered in at a meet. Each meet is posted a few weeks prior either on the bulletin board, MSA website, MSA Facebook page or email. Once an email is sent out concerning an upcoming swim meet, please mark "Attend or Decline" on the MSA website and what events your child will be swimming.

- **Before the meet starts**

Please have your swimmer at the pool at least 10-15 minutes prior to the scheduled warm-up time. Upon arrival, check in with your coach. Purchase a "heat sheet" unless one was emailed for you to print. This is a program listing all the event information and swimmers.

- **During the meet**

Make sure your swimmer knows their event, heat, and lanes numbers (write these numbers on their hand/forearm if you'd like). Before your swimmer swims their event, they need to see their coach and discuss what they need to do in their race. Report to the starting block a few heats before swimming. After the swim, make sure your swimmer goes immediately to the coach to discuss the event and then cool down and/or get a snack or drink.

- **What to take to the meet**

- 1) MOST IMPORTANT!! - Competition swimsuit, MSA cap, and goggles
- 2) Towels- realize your swimmer will be there awhile, so make sure to pack a few
- 3) Chairs – for your convenience, if facility does not have bleachers
- 4) Sweat suits/Parka/Robe – swimmer may want to bring this because it can get cold while waiting for events to start.
- 5) T-shirt/ MSA shirt - Swimmer may want to bring extras to change.
- 6) Games – travel games, books, iPads, iPhones, CD players, cards, Nintendo, or anything else to pass time
- 7) Highlighter and Pen – for marking your swimmer’s events in the heat sheet
- 8) Food and Drinks – each swimmer should bring a cooler and snacks. They will need to refuel between events.

TEAM MEET

MSA’s Head Coach will select meets to attend during the long and short course seasons and notify the Board of Directors of the selections. Swimmers are highly encouraged to participate in meets that are offered. We stay within the state for the majority of the state for most of our meets. We may put one out of state meet on the calendar for AL, LA on TN though.

MSA VOLUNTEER PROGRAM

Meridian Swim Association is a non-profit organization made up of many dedicated volunteers. MSA members donate their time, energy and expertise at every level from the Board of Directors to helping run swim meets and other activities. The success of our team is directly related to the participation of our parents.

The MSA Volunteer Program enables our team to provide the best swim team environment for our swimmers. There are numerous opportunities to get involved and help in almost any capacity. *PLEASE PLAN TO VOLUNTEER.*

VOLUNTEER PROGRAM GUIDELINES

Meridian Swim Association relies on a strong support system of parent volunteers to help run all of our meets, events and team activities. Volunteers are the life-blood of any swim team and the backbone of our sport. Without parental involvement, there would be no swim meets, as meets at every level require the coordinated effort of many volunteers. Your role as a volunteer is vital to the team and will have a great impact on your child's athletic environment.

All MSA families are required to volunteer over the course of the year at swim meets and other various team activities. For team-hosted events, sign-up sheets will be posted prior to the event for job selection. At events hosted by others, MSA may be asked to provide volunteers (such as timers or officials at away meets). We appreciate everyone helping out and taking turns when volunteering.

Meet volunteers are required to work the entire scheduled sessions for which they signed up for. Please do not ask to leave the meet after your child's last race if you have not finished volunteering your session. It is vitally important that everyone shows up on time and follows through with all volunteer commitments. Any family member or even a family friend may fulfill an MSA family's volunteer commitment. Some positions may have minimum age requirements and/or training requirements. The following Volunteer Opportunity List provides examples of various jobs available. MSA is thankful and appreciative of the support of our great families.

MERIDIAN SWIM ASSOCIATION VOLUNTEER OPPORTUNITY LIST

Meet Volunteer Opportunities:

Job assignments are usually considered 2-hour blocks (but can be 1 hour with enough volunteers):

- 1) Awards/Ribbons
- 2) Clean-Up Crew (emptying the trash, cleaning up/restocking bathrooms and hosing off the deck after each session)
- 3) Set-Up crew- setting up meet on Thursday or Friday before meet starts
- 4) Take-Down Crew- being there on Sunday to help put all things away that were used during the meet.
- 5) Concessions Coordinator and Staff
- 6) Head Timer
- 7) Heat Winner Provider
- 8) Hospitality Coordinator
- 9) Time sheet Runners
- 10) Timers*

Meet Volunteers with required USA Swimming Certification:

- 1) Clerk of Course
- 2) Meet Computer Operators (Admin Official)
- 3) Meet Coordinator
- 4) Meet Director
- 5) Meet Referee
- 6) Stroke and Turn Officials

Team Volunteer Opportunities:

- 1) Board of Directors (Board includes the following positions: President; Vice President; Treasurer; Secretary; Registration/Billing; Sponsorships; Celebrations; Publicity/Advertising)
- 2) Event Volunteers, i.e. Fun Day, Awards Banquet

**NOTE: MSA has enjoyed a partnership with Meridian's Naval Air Station for volunteer timers for past meets. We typically take up donations to cover the cost of pizza, snacks and drinks for these volunteers.*

FUNDRAISING

As a non-profit organization, Meridian Swim Association relies on generous contributions from individuals, businesses and organizations to support our swimming program. Gifts are welcomed year-round and are tax-deductible, as allowed by law.

There are a number of reasons for MSA to fund raise but the primary ones are: to keep our monthly fees down, enable us to provide a quality program and support our coaches (monthly fees are not enough) and improve the financial security of the team. Past fundraisers have included:

1. USA Swimming Foundation's Swim-a-Thon™. A pledge-for-length, two hour swimming event where our team athletes swim as many laps as possible. This family fun event will help raise money from friends and family that is critical to financially helping out our team.
2. Corporate Sponsorships - If your business, or employer, would be interested in sponsoring MSA, please let us know. In return, your business and logo may be listed on our web site/pool bulletin board, team t-shirt, recognized on FB and recognized in MSA-hosted heat sheets for the 3 local meets each year. The previous is depending on the sponsorship level you choose.
3. Local eatery partnerships - We thank Raising Cane's, Papa John's and McAllister's for supporting our team in the past with a percentage of proceeds for a designated evening.
4. Swim Meets - MSA hosts three meets a year: Two in the fall and State Games in May. Your volunteer work helps keep your costs down. Thank you for your participation!
5. MSA welcomes new and creative ideas for fundraising. If you have experience in this area, please contact our Board President or Head Coach.

TEAM OPERATIONS

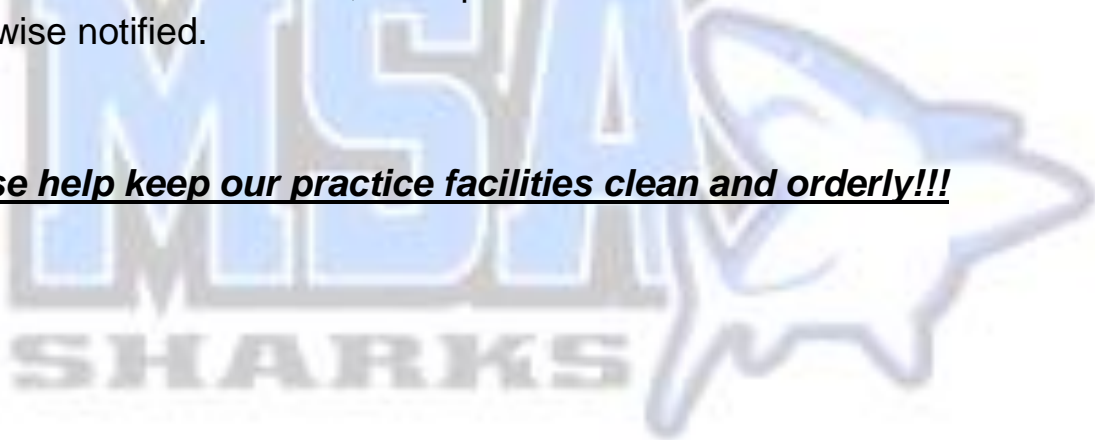
Practices

Your swimmer is not required to attend each practice that is offered. However, the more they swim, the more coaching they will receive to help him/her achieve their personal goals.

The practice schedule will be posted on the website (www.meridianswim.com) and given to the swimmer at the beginning of the sessions.

You will be notified (by e-mail and/or via MSA's Facebook page) of any session that must be canceled or has a time change. During weather emergencies, listen to your local radio or television station for school closures. If MCC is closed, MSA practice will be cancelled unless otherwise notified.

Please help keep our practice facilities clean and orderly!!!



MCC DAMON FITNESS CENTER/POOL GUIDELINES FOR MSA

- All swimmers must sign in at the front desk and present a current MCC I.D.
- Proper footwear is recommended in dressing areas and on the pool deck. Shoes are required in the lobby and on the grounds.
- It is recommended that all patrons take a soap shower before entering the pool.
- Individuals with infectious conditions, communicable diseases, skin infections, abrasions, open wounds or a known sickness will not be allowed to use the pool. Persons wearing adhesive bandages will not be allowed to use the pool.
- Individuals with bowel incontinence will not be allowed to use the pool. Individuals who have had stomach or bowel disorders within 24 hours should not use the pool.
- Children who are not toilet trained will not be allowed to use the pool.
- Running on deck is not allowed.
- Swimmers must wait on the top deck until the class in the water has started to exit.
- Enter and exit through the dressing areas unless the hallway provides easier access.
- When practice is over, please exit in a timely manner and dry off before you enter the lobby. Also dry off your aqua shoes or change into dry shoes before entering the building or dressing area. This will help keep floors dry. **CLOTHING IS A MUST WHEN COMING INTO THE LOBBY! IT IS SAFETY FOR YOUR SWIMMER!**
- If you become ill please notify the Lifeguard or Coach immediately.
- If you notice anything that may need our attention, let the lifeguard know immediately.
- MCC does not provide towels; individuals should bring their own.
- A limited number of lockers are available. Individuals are encouraged to bring their own lock and remove it when they leave. Lockers are not available for overnight use in any of the locker rooms. Locks left on the lockers will be periodically removed.
- Do not leave any valuables unlocked or unattended in the locker room.
- All individuals using the Damon Fitness Center and facilities are expected to follow the policies that are established by Meridian Community College.
- Anyone on deck during swim team practice must be a registered USA Swimming coach or USA Swimming registered athlete member.
- When the water temperature drops below 75 degrees Fahrenheit the pool will close. It will reopen when the water temperature reaches 75 degrees Fahrenheit.
- During thunderstorms, the lifeguard will make the determination on when the pool will close.
- Return all equipment to its proper place and tidy up your area. This will include kickboards, fins, swim bags, dry erase boards, etc.
- Coaches **MUST** wait until all MSA swimmers have left the facility. There are no exceptions!
- **Parents must pick up swimmers on time.** This is a must! No swimmers are allowed to run around in the facility or outside on campus in front of the fitness center.

GENERAL INFORMATION

COMMUNICATION

Open communication between the coaches, swimmers, and parents is a vital element in maintaining good solid relationships. MSA offers many paths of communication.

- General Parent's meeting – we try to schedule this once a year, usually in August or early September.
- Email – sent out by board member or coaches
- Team meeting – called by the Head Coach as necessary
- Individuals – contact board members for questions or concerns
- Coach-Swimmer-Parent conference – may be requested by any person involved. Please arrange by calling or emailing the coach.
- Please DO NOT disturb the coach during training.
- Bulletin board – check for upcoming events and activities

APPAREL AND EQUIPMENT

Websites to find swimwear:

Competition apparel: www.swimandtri.com ; www.speedo.com

General swimming supplies, suits, etc: www.swimoutlet.com

Swim suits, goggles, etc: www.amazon.com

Speedo is our team sponsor. When purchasing your new suits, please try to buy this brand.

PARENT RESPONSIBILITIES:

A program's success depends on the strength of its parent's support.

1. Make all financial obligations
2. Transport swimmers to practice and swim meets
3. Offer positive encouragement to your swimmer. Leave constructive criticism and development of stroke technique to the coaches.
4. Promote MSA in your business; this is an excellent program for the community.
5. During a MSA hosted meet, VOLUNTEER!!! We can't be successful without you!
6. Help support in any fund raiser.
7. Abide by the Parent's Code of Conduct at the end of the Handbook.

SWIMMER RESPONSIBILITIES:

- HAVE FUN!!
- Attend swim meets
- Establish your own personal goals
- Support MSA, you represent not only the team but yourself
- Abide by all the statements in the Swimmer's Code of Conduct at the end of this handbook

MERIDIAN SWIM ASSOCIATION'S
PARENT CODE OF CONDUCT

As our organization grows and we continue to expand our programs, we seek to establish or clarify our policies. Our policies help guide the organization and ensure continued success. One of the first areas to be addressed is the parent behavior – specifically, what type of behavior is expected of swimming parents.

This Parent Code of Conduct was developed as a standard to emphasize our organization's commitment to making everyone's involvement without club a positive experience.

As parents, it is absolutely essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose.

Meridian Swimming Association encourages the following parental behavior:

- Open communication between parents, swimmers and coaches emphasizing goal-setting and focusing on the performance expectations of both the swimmer and parents.
- Meeting with the coaches/swimmers/parents during normal operating hours to discuss issues.
- Positive reinforcement of all swimmers in all situations – team spirit, team loyalty
- Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- Parental involvement on the Board of Directors and in organizing and running of meets and other team events.

Meridian Swimming Association will not tolerate the following behavior from parents:

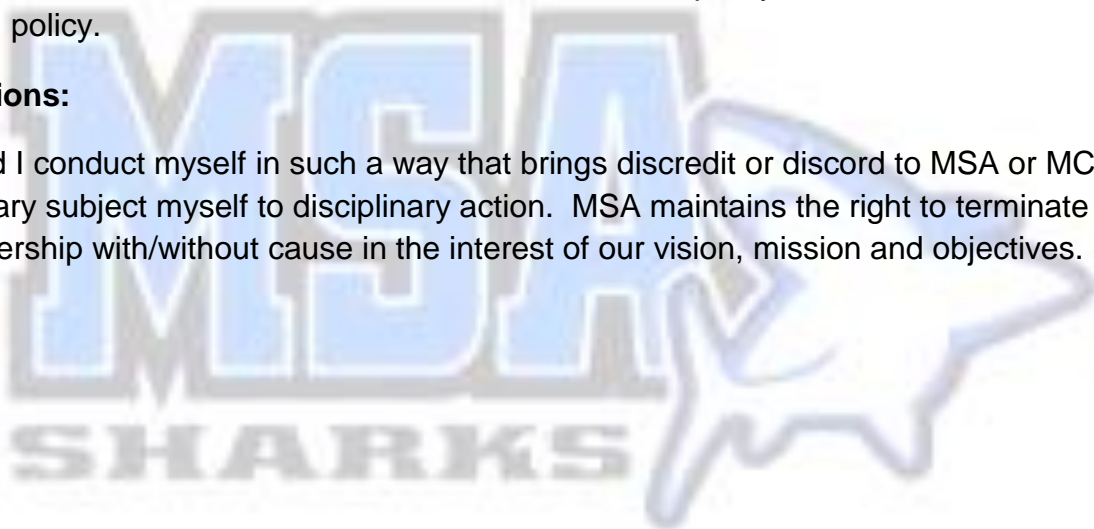
- Coaching your children at practice or during meets, that is the coach's job
- Interrupting or confronting the coaching staff on the pool deck during practices or meets
- Abusive language towards coaches, swimmers, parents, officials and your own children
- Any behavior that brings discredit or disruption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

As a parent of a swimmer and member of MSA, I will abide by the following guidelines:

- As a parent, I will not coach or instruct the team or any swimmer at practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- Demonstrate good sportsmanship by conducting myself on a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
- Maintain self-control at all times. Know my role.
- As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- During competition, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.
- I have reviewed and understand the MSA travel policy and the MSA electronic policy.

Sanctions:

Should I conduct myself in such a way that brings discredit or discord to MSA or MCC, I voluntarily subject myself to disciplinary action. MSA maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.



MERIDIAN SWIM ASSOCIATION'S
ELECTRONIC COMMUNICATIONS POLICY

Meridian Swimming Association recognizes the benefits of electronic communication and the prevalence of social media in today's world. MSA regards social networking platforms as important tools for information sharing, member engagement, retention, recruitment, transparency, news releasing and the amplification of all that SunKist has to offer. This electronic communication policy is meant to protect our athletes and coaches while applying as few restrictions as possible.

The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection as well as adhering to team rules and code of ethics. MSA holds all members who participate in social networking to the same standards we hold athletes and coaches with broad understanding that no matter the digital forum you are always representing the team. At all times, exercise discretion, thoughtfulness and respect for all swimmers and teams.

Parents, coaches and athletes must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication.

Website/Email:

The primary form of team communication occurs through team website and via email communications. Coaches are best reached through email and will do their best to respond in a timely manner.

Texting:

Texting is permitted between parents, coaches and athletes. Please keep text messages concise and cordial. In general, it is best not to text a coach during practice or while on deck at a meet. Please do not text a coach after the hours of 10:00pm or before 7:00am, unless a matter of the utmost importance and urgency. Please understand coaches may be unreachable at times and unable to reply.

Facebook and other social networking sites:

Friending/following is permitted between parents, coaches and athletes. Posts and messages between coaches and athletes should be non-personal in nature. MSA maintains a private group page on Facebook and encourages all members to join. Posts within the group should be non-personal and non-political and, above all, relevant to the team. Posts within the group are considered internal discussions and viewed as proprietary. Group administrators oversee and govern all group posts and admittances. Members and posts may be removed from group page as deemed necessary.

MERIDIAN SWIM ASSOCIATION'S
TEAM TRAVEL POLICY

Team Travel is defined as overnight travel to a swim meet or other team activity where the coaching staff and designated team chaperones transport and supervise swimmers for the duration of the trip. This policy does not apply to swim meets and team activities in which parents/guardians are responsible for travel plans, transportation and lodging; however, safety, proper judgment and responsible behavior is expected at all times as covered under team rules and code of ethics. Additional rules and policies may be established for designated team travel events. Being a member of any team trip is both a privilege and a responsibility, failure to comply with rules and policies may result in disciplinary action.

With regard to TEAM TRAVEL, USA Swimming Required Policies:

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed
3. USA Swimming-administered criminal background check. (305.5.B)
4. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an
5. Athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
6. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Additional TEAM TRAVEL Policies:

1. Team travel members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. Team travel members will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to our performance objectives.
3. Team travel members will follow team travel schedule, including abiding to curfews, room checks and lights out times.
4. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender. Athletes 13&over may stay in rooms without chaperones provided chaperones or coaches are staying in nearby rooms. Athletes ages

12&under will stay with chaperones and consent shall be given by athlete's parents or legal guardians.

5. Swimmers are expected to travel and remain with the team at all times during the trip.
6. The usage of cell phones, laptops and other electronic devices may be restricted by coaching staff.
7. Legal guardians must pick up their athlete first and drop off their minor athlete last in any shared or carpool travel arrangement. Applicable Adults must not ride in a vehicle alone with any unrelated minor athlete.



MERIDIAN SWIM ASSOCIATION'S
SWIMMER CODE OF CONDUCT

Members of Meridian Swim Association must abide by the following Code of Conduct. When joining the team, members must agree to follow team rules and code of ethics. The actions of each swimmer and parent reflect upon the entire club. MSA swimmers are expected to act responsibly and exhibit appropriate behavior at all times. MSA swimmers are expected to behave in an exemplary manner. The following rules are in effect at all times:

1. Swimmers are expected to follow coach instructions at all times without being disruptive.
2. Swimmers are expected to maintain a positive attitude.
3. Swimmers are expected to come to practice and focus on improving their abilities.
4. Swimmers must ask coaches for permission before leaving practice or swim meets early.
5. Swimmers shall commit to teamwork and support the values of discipline, loyalty, and hard work.
6. Inappropriate language will not be tolerated at any time.
7. Any swimmer who is in possession or known to use alcohol, illegal drugs, or tobacco in any manner is subject to suspension or dismissal from the team.
8. Any swimmer involved in stealing or vandalism of any kind is subject to suspension or dismissal from the team.
9. No swimmer shall participate in any activity that is considered hazing, initiation, or bullying.
10. No swimmer shall interfere with the progress of another swimmer, during practice or otherwise.
11. Taunting, splashing, name-calling and any other behavior considered detrimental to the team will result in serious disciplinary action.
12. Swimmers shall not display inappropriate affection toward each other during team activities.
13. Swimmers shall demonstrate good sportsmanship, humility, grace, and dignity at all times whether at practice or at meets, regardless of the outcome of a race or competition.
14. Unsportsmanlike behavior will not be tolerated at any time. This includes inappropriate language, gestures, and physical behavior toward another person.
15. Failure to follow Code of Conduct will result in disciplinary action or, if necessary,

dismissal from team. When correction is appropriate, swimmer will first be reprimanded by their Coach with correction and expectation of behavior. If same behavior is repeated, Head Coach will be notified, and swimmer will receive appropriate reprimand. If both of the previous corrective interactions fail to resolve said issue, parents will be notified, and swimmer will be put on probation.

All swim team members shall abide by these team rules which will help us meet our goals with respect to being good community representatives, improving our swimming techniques, and times, developing socially, and enhancing our swimming experience. I recognize my responsibility to abide by the rules and requirements of MSA. Should I conduct myself in such a way that brings discredit or discord to MSA, I voluntary subject myself to disciplinary action. MSA maintains the right to terminate any membership with/without cause in the interest of our vision, mission, and objectives.





Minor Athlete Abuse Prevention 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.

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

- 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 Meridian Swim Association

IV. Individual Training Sessions [Recommended]

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.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

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 Meridian Swim Association, 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” Meridian Swim Association 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.

TRAVEL

I. 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.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. 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 Meridian Swim Association or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor 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.

- c. 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.

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
Meridian Swim Association 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.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

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 Meridian Swim Association.
- 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. 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.

Medical Release

Does swimmer have any medical conditions or allergies the coaches should be aware of? _____

If yes, please explain

I, _____, hereby give MSA the authority to seek medical treatment for my child, _____, in case of an emergency.

Also, I, _____, give MSA the authority to seek medical treatment for myself, in case of an emergency.

Preferred Hospital _____

Family Doctor and phone number _____

Photo Release

I, _____, give permission for MSA to use a photo of myself or child(ren) for promotional purposes.

Signature of Parent/Guardian: _____

Date: _____

Signature Page

I fully understand and agree to comply with:

- MSA's Parent Handbook
- MSA's Electronic Communications Policy
- MSA's Parent Code of Conduct
- MSA's Swimmer Code of Conduct
- MSA's Team Travel Policy
- USA Swimming's Minor Athlete Prevention Policy

Parent (or Guardian) Signature: _____

Date: _____

Parent (or Guardian) Printed Name: _____

Swimmer(s) Name(s): _____

