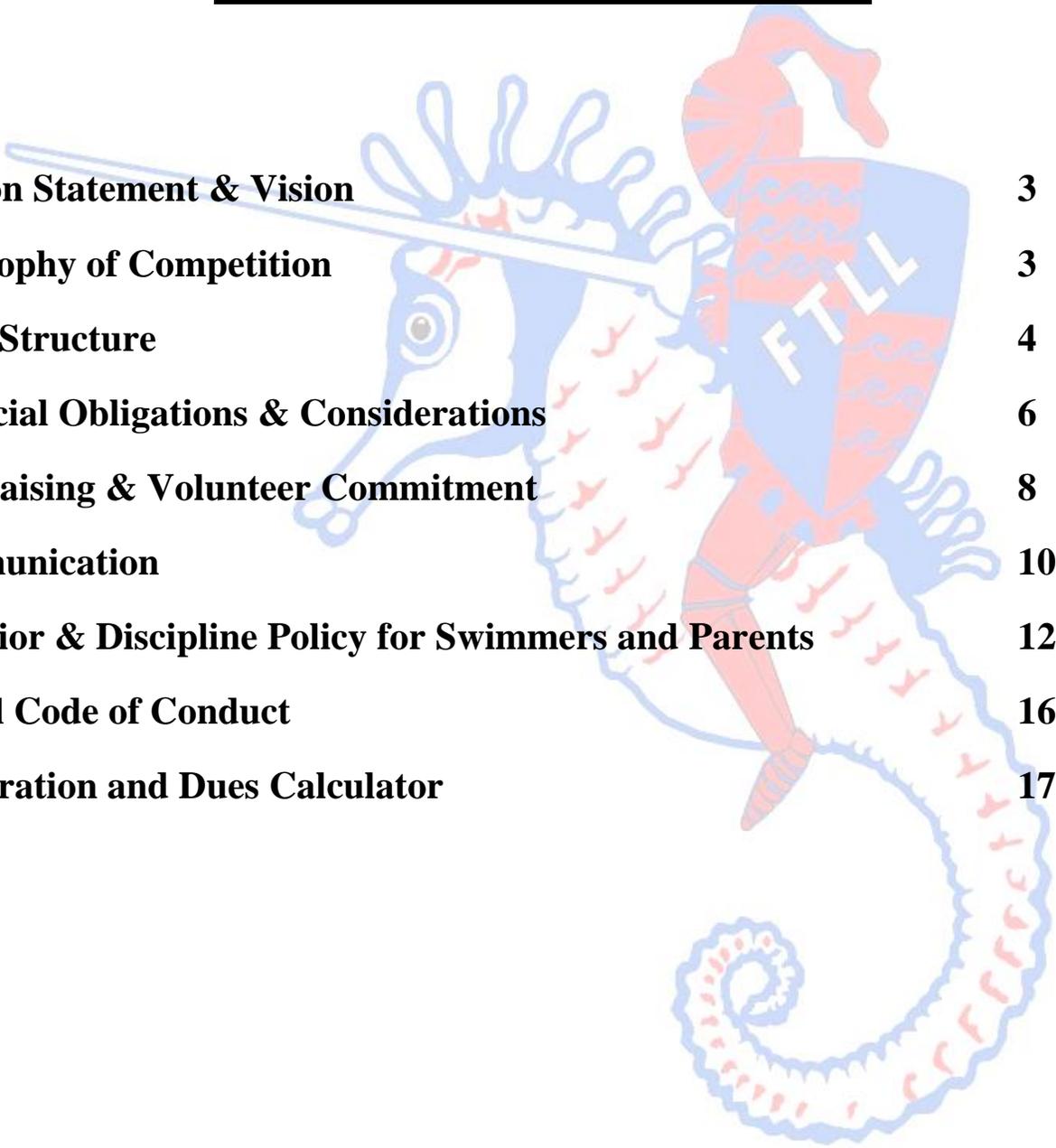




Team Handbook

2016-2017

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Mission Statement

The Fort Leavenworth Lancers (FTLL) is a year round competitive swim team affiliated with USA Swimming and is a member of Missouri Valley Swimming (MVS). FTLL provides inspired leadership and efficient administration enabling each Lancer to swim to their greatest potential and maximum enjoyment of the sport.

Vision

The Lancers swim team focuses on stroke proficiency, conditioning and endurance provided in a learning environment that challenges and encourages each swimmer. FTLL accepts all children who can meet the basic requirements for the developmental group (Bronze).

The skill, sportsmanship and work ethic your swimmer will learn is an opportunity they should not miss!

Philosophy of Competition

The Fort Leavenworth Lancers swim team engages in a multi-level competition program with USA Swimming that provides challenging and success-oriented competitive situations for student-athletes of all ages and abilities. Swim meets are an opportunity for swimmers to measure training progress, develop and use sportsmanship skills, and give and receive team support. We believe competition enhances the overall experience of each swimmer in the following ways:

1. Emphasizes competition with oneself. A swimmer is praised for improving his/her stroke or time. Winning ribbons, medals or trophies is not the main goal. Even if the swimmer finishes first, but has swam poorly in comparison to his/her own past performances, he/she is encouraged to do better. Each individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to improved performance. Respect for officials, congratulating opponents and teammates, determined effort and mature attitudes are examples of behaviors praised and rewarded by the FTLL coaching staff.
3. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic yet challenging goals for meets and to relate those goals to practice to direct their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming.

Team Structure

At the determination of the coaches, your swimmer will be placed in a group that best meets their current skill level. The intent is to place him/her in a challenging, but not overwhelming, training environment. This will lead to improvement in technique, strength, and endurance for your swimmer. As your swimmer progresses, he/she will be moved to the next group with coach's recommendation to ensure they are constantly motivated and challenged.

Bronze – Coach Paul Lochow

This is our developmental group with emphasis on stroke technique and drills. In this group, swimmers are introduced to competitive swimming where we strive to help them develop a love of the sport. Swimmers that are new to swimming and possess elementary swimming skills, strength and coordination will be placed into the bronze group.

Basic Requirements: Proficiency in two strokes (Freestyle, Backstroke, Breaststroke and/or Butterfly) and the ability to swim continuously for 50 yards. Swimmers are encouraged to attend three (3) 1hr 15minute practices a week. Additionally, swimmers will conduct 10 minutes stretching at the start of each practice. Practices are held Monday, Tuesday, Wednesday and Thursday.

Required Equipment: Goggles, swim cap and water bottle

Silver – Coach Kaley Wittrock

Swimmers with more developed skills, or as a swimmer's skills improve, will be placed in the silver group. The emphasis in this group is centered on improving stroke mechanics, endurance, and speed. The group continues to develop stroke techniques and drills; however, practices will require greater strength and endurance to complete.

Basic Requirements: USA Swimming Motivational B and C time standards with focus on drills, stroke technique, and show proficiency in three or more strokes. Be able to complete 1000 to 2500+ yard workouts. Swimmers are encouraged to attend four (4+) or more 1.5 hour practices a week. Additionally, the silver group does 10 minutes of stretching prior to the start of each practice. Practices are held Monday through Friday.

Required Equipment: Goggles, swim cap and water bottle

Gold - Coach LeeAnne Dunham

Once a swimmer demonstrates better stroke mechanics, endurance and speed, he/she will be placed in the gold group. This team requires a higher commitment, workload and stronger emphasis on spring/distance workouts with continued emphasis on stroke technique drills. Moreover, the swimmer must have the ability to complete main sets consisting of 2500 to 5500+ yards.

Basic Requirements: USA Swimming Motivational A and B time standards and proficiency in at least three strokes. Ability to complete up to 5500 yard workouts, 2 hour practices Monday through Friday. Gold

swimmers which meet the minimum age requirement are invited to participate in Dryland strength and conditioning from 5-5:45pm Monday–Friday with the Dryland Coach. All other gold swimmers will conduct 10 minutes of stretching prior to the start of each swim practice. Swimmers are encouraged to attend four or more practices a week. Practices are held Monday through Friday.

Required Equipment: Goggles, swim cap, Finis Snorkel and water bottle. See Gold Coach for additional equipment needed.

Platinum – Coach Helen Lochow, Head Coach

Placement in the platinum group is by invitation from the Head Coach/Platinum Coach. Swimmers selected to be a member of this group have demonstrated the maturity, work ethic, strength, dedication, and potential to make swimming a lifelong endeavor. The type of dedication and abilities to be a platinum group member can lead to college scholarships and more.

Basic Requirements: Standard 30 second 50 Freestyle, strong work ethic, maturity, goal-orientated, and the ability to complete workout sets consisting of 3500 to 8000 yards daily. Swimmer must demonstrate proficiency in all strokes, and must show a willingness to work well with others and take direction from the coach and other swimmers. Swimmers and parents will sign a commitment/goal contract before joining the group. Swimmers must make five or more practices a week. Practices are 2 ½ hours daily, Monday through Friday, with 45 minutes of dryland strength training starting at 5pm. Additional pool time may be allotted for morning or Saturday sessions if needed.

Required Equipment: Goggles, swim cap, Finis Snorkel and water bottle. See Platinum Coach for additional equipment needed

Dryland – Coach Paul Lochow

Dryland training is used in correlation with swimming to increase strength, speed, endurance, flexibility and coordination. When properly performed swimmers will develop supporting muscles that swimming alone does not fully develop. By incorporating different exercises and developing other muscle groups we can greatly reduce the chances of an individual developing muscle problems (ie swimmer's shoulder).

Basic Requirements: Swimmer in Platinum or Gold level and invitation from Head Coach.

Equipment Required: TBD

Masters – Coach

U.S. Masters Swimming (USMS) was founded in 1970. A non-profit corporation, USMS supports more than 1000 adult swim programs in 52 regions throughout the United States. They have more than 50,000 individual members, ranging in age from 18 to over 100. On the local level, most USMS swim programs offer structured practices and training assistance from trained swim coaches. Pool and open water races provide opportunities to compete and measure individual progress at the local, state, national, and international levels. USMS programs

also offer stroke and technique clinics, workshops, instruction, and social functions. USMS programs draw people from all walks of life and provide their members with a community that offers active support for a healthy lifestyle through aquatic fitness, friendship, and camaraderie.

The focus of this program is to provide structured workouts for swimmers. This program differs from lap swimming in that a coach will be at all practices to give feedback including stroke refinement. The coaches will adapt the workouts to meet your needs and goals while providing a fun and challenging workout for all. Masters Swimmers fall under the FTLL and will follow all rules and regulations of the Lancers.

Financial Obligations and Considerations

FTLL Annual Team Fee

There is a \$137 Annual Fee. The annual fee includes a \$62 USA Swimming registration fee* and a \$75 team administrative fee. The Masters Training Group will pay a \$75 Annual Team Fee which includes the \$54 United States Masters Swimming/MOVY registration fees** as well as a \$21 team administrative fee. The administrative fees help to cover transition costs, fluctuations in USA Swimming Fees, postal and office expenses, website and software registration expenses, and basic communication and management expenses. All proceeds and revenue beyond our costs are reinvested into professional training for our coaches to retain quality and relevance within the competitive swimming communities, and to provide team trophies, reduce team spirit gear expenses, and update our swim improvement pool-side equipment. **The Annual Fee is due per swimmer, including all Master Swimmers.**

If you join the team prior to 1 April, your Annual Fee counts for the current year, and you must re-register in August when mass registration occurs. If you join the team between 1 April and 30 June or only swim with the team during the Summer Session, a Summer Registration Fee of \$65 is assessed in lieu of the Annual Fee. The Summer Session Fee includes the USA Swimming summer registration of \$40* and a \$25 team administrative fee. The Annual Fee of \$137 will then be collected in August during the mass registration.

*USA Swimming registration fees subject to change. **USMS/MOVY fees subject to change; \$75 due at registration, additional billed 1 NOV 15 if USMS/MOVY fees increase.

Fees are non-refundable and are due at time of registration. No Team Member with an outstanding balance from the preceding year may register for the upcoming swim year until the outstanding balance has been paid in full.

Team Dues

Invoices are automatically generated by our website and emailed to the address on your account the first of every month. Dues are required from each active swimmer, regardless of the number of practices attended that month. Each family will be provided a statement at the end of the month showing dues and meet fees currently owed. You may prepay for the quarter, half-year or full year if you desire; however, you might also have additional meet fees per month that would be due. Please see the Treasurer for the total amount due for the year. Swimming either a practice or a meet during a month makes you an active swimmer and you will be

billed accordingly. **Monthly fees are not pro-rated and automatically renew and are charged monthly unless the Treasurer is notified in writing or email by the 15th of the previous month that a swimmer is changing to an inactive status or terminating. Two weeks' notice is required to return to active status.** Please don't assume the letter or email has been received unless you get a response back within 72 hours from the Treasurer. Exceptions will be granted on a case by case basis at the approval of the Board.

Inactive Status- A swimmer can request inactive status on his/her account **once** during the swim year, for a maximum of 3 months. During the inactive status period, you will be required to pay 0% of your monthly dues for the first month, 80% of your monthly dues for the second month and 80% of your monthly dues for the third month. During the inactive status period, the swimmer will not be able to swim with the team at practice or compete in meets. At the end of the three month period your fees will **automatically** resume at your current swim group rate. A 30-day written notice is required to request inactive status. You will be responsible for volunteer service hours during the inactive status period and you will be required to participate in all of our team fundraisers. Injuries and other unexpected circumstances will be addressed on a case-by-case basis.

There is a multi-swimmer discount for families with more than one swimmer. The second swimmer will receive a 15% discount, third swimmer will receive 25% discount, fourth swimmer or more will receive a 50% discount. This is a cascading system and will charge the highest level swimmer full price.

- 2nd Swimmer= 15% discount
 - 3rd Swimmer = 25% discount
 - 4th or more Swimmer = 50% discount
- *Please note: There is no discount for the annual registration fee.**

Monthly Dues

Group	Fee
Platinum Training Group	\$95
Gold Training Group	\$85
Silver Training Group	\$75
Bronze Training Group	\$70
Masters Training Group	\$35

****Fees are charged each month regardless of the practice schedule*****

Meets and Meet Fees

Our swim season is divided into two seasons; Short Course (Sept-mid March) and Long Course (April-August).

During the two swim seasons, your swimmer has the opportunity to compete in several swim meets (see meet schedule) within the Missouri Valley Region. Meet fees range from \$4.50 and up per entered event and will be billed to your account immediately following the completion of the meet. Relay events will be billed as follows: 1.) All Relay Swimmers are present and swim in the relay; Entry Fees are divided equally among each swimmer. 2.) A Relay Swimmer cannot participate in a relay due to an illness that has resulted in that swimmer missing the session and also results in a Relay Team forfeit; the Fort Leavenworth Lancers Swim Team will absorb the cost of the Relay Entry Fee. 3.) A Relay Swimmer misses the relay event for any other reason resulting in the forfeit of the event; the family of the missing

swimmer causing the forfeit pays for the entire Relay Entry Fee for all four swimmers. Once you have committed “YES” to attending a meet through our website, you are financially responsible for **all** fees associated with that meet regardless of whether your swimmer swims in his/her entered events. There is no exception to this policy since FTLL must submit payment to the host team (host teams do not give refunds) for our team entries. There will be a surcharge of \$15.00 per committed swimmer for meets that are designated “Travel Meet”; a \$5.00 surcharge for local meets. These surcharges will help offset additional expenses incurred by the team associated with travel and local meets. *Travel meet is defined as any meet where the team provides a hotel room for coaches; no fee for home meets.

Payment Procedures

Dues are due by the 5th of each month and are considered late after the 10th. Recurring credit card payments through our Team Unify website are preferred method of payment; automatic bank drafts are appreciated, as well as personal checks. Payments should be made payable to “Fort Leavenworth Lancers” with your swimmer name(s) on the check. Payment may either be dropped off in the Lancers drop box at the pool or mailed to:

Fort Leavenworth Lancers
PO Box 174
Leavenworth, KS 66048

Coaches will not accept payment!

Past Dues Policy

Fees are expected to be paid by the 10th of the month. Fees past due will be charged a late fee of \$15 unless some type of arrangements have been made with the Treasurer. At no time may a family account be in debt by more than \$350. If this happens, swimmers will not be allowed to participate in either practices or meets until their accounts are paid in full. The sponsor’s chain of command may be notified. There is a \$25 late fee for all accounts 60 days past due and swimmers will not be allowed to participate in either practices or meets until their accounts are paid in full. Accounts 90 days past due may be subject to having the account turned over to a debt collection agency and the sponsors chain of command informed, if applicable.

***Returned checks will generate a \$25 handling fee minimum**

***Failed credit cards generate a \$1 handling fee per instance minimum**

***On Demand credit card payments are available for a 4% handling fee**

Fundraising & Volunteer Commitment

In addition to monthly fees, each family is required to support the team by working 30 service hours per year. You may use the summer session to make up volunteer hours, but all hours need to be completed by July 31st. The value of each volunteer hour is \$7.00. If your family would prefer to pay for this, rather than work, the cost would be \$210 per year. We encourage all families to fulfill their service hour obligation by volunteering with

the many team activities and events. This is a great way to meet new people, and be more involved in your child's swimming experience.

Volunteer hours may be earned as follows:

- Working at one of the team-sponsored events
- Working as a timer or official at swim meets hosted by other swim teams
- Volunteering for one of the numerous tasks that arise throughout the year
- Bringing in a paid sponsor (\$7 = 1 hour volunteer hour)
- Donating food/items for the meet. Cost of food items/time spent preparing count toward volunteer hours
- Serving on the Board
- If you have additional skills you feel may benefit the club, contact our President to discuss further options

As a team, we are dependent on our swim families not only for volunteer hours, but also for maximum participation in our fundraisers. We have three significant fundraisers this year; two home swim meets (October & January) and Swim-A-Thon® (October). If a swimmer is unable to, or chooses not to participate, the family can opt-out and pay a fee of **\$25** for the meet, not to exceed **\$50** per family, and **\$30** for the Swim-A-thon®, not to exceed **\$60** per family. If the fee is not paid prior to the event, the fee will be added onto the next month's swim dues. If a swimmer participates in any portion of the Short Course Season (practice or meets, September thru March), the family is responsible for these fundraiser fees or participation in these fundraisers.

Fort Leavenworth Lancers Volunteer Service Agreement

The success of the FTLL swim meets and functions depends on the support of our parents. Each family agrees to support the team by working 30 service hours per year; service hours = 2.5 hrs/month over 12 months (August-July.) You may use the summer session to complete volunteer hours, but if your family is due to PCS during the summer months, please complete those hours prior to your PCS. The value of each volunteer hour is \$7.00. If your family would prefer to pay for this, rather than volunteer, the cost would be \$210 per year (August-May.) We encourage all families to fulfill their service hour obligation by volunteering with the many team activities and events offered. If your family joins the team after August and/or leaves before May 31, you will be required to pay for the service hours for the time you were part of the team, if not already served. For example, your child joins the team in February and leaves in May, your service hour obligation is 10 hours or 10 x \$7/hour = \$70.00. Swimmers 15 years and older can fulfill most volunteer requirements. If you are unsure, please speak with the volunteer coordinator before committing a 15 year old to a volunteer position. **The Masters Training Group is exempt from the Volunteer Service Agreement.**

Swim Meets:

* **Meet Director** * **Referee** - must be USS certified/trained * **Stroke/Turn Judge** – must be USS certified/trained * **Starter** - must be USS certified/trained * **Safety Marshal** - must be USS certified/trained * **General Worker** – to include timers, head timers, runner, clerk of course, announcer, awards, heat sheet and T-Shirt sales, concessions/hospitality, set-up/clean up. * **Computer Operator** – operating meet manager, user-friendly equipment designed for capturing touchpad times. * **Food Donor**

Fort Leavenworth Fund Raising Agreement

As a small team, we are dependent on our swim families to participate in fund-raisers. Fund-raisers provide money to augment the cost of team trophies, team spirit wear and to improve our poolside equipment. Additionally, we reinvest funds back into our coaches through professional development courses and coach training seminars.

We have three major fund-raisers on this year's swim calendar. Two are home swim meets (October and January) and one is the USA Swimming sponsored Swim-A-Thon® in the fall. Each Swimmer is **required** to swim in at least one home meet and participate in the Swim-A-Thon®. If a swimmer is unable to compete or participate, the family can opt out and pay a fee of \$25 for the meet (not to exceed \$50 for a family) and \$30 for the Swim-A-Thon® (not to exceed \$60 per family). If the fee is not paid prior to the event, the fee will be added to the next month's swim dues. If a swimmer participates in any portion of the Short Course Season (practice or meets, September thru March), the family is responsible for fundraiser fees or participation. **Masters Training Group is exempt from this fund-raising agreement.**

Fundraising Events:

* USA sponsored Swim-A-Thon® * Fort Leavenworth Lancers Fundraisers * Car Washes * Sponsor Searches

If you have committed to do a job and find you have to cancel, you are responsible for finding your replacement and notify the Volunteer Chairman, Event Coordinator, or Meet Director of your replacement's name and phone number.

Year Round Fundraising Opportunity

When you order swim clothing and equipment from the Swim Outlet link on the Lancer's Team Unify Website, the team gets 15% back as store credit. We use that credit to buy new team equipment. Just look for the link on the website. Swim Outlet is a great place to order your practice equipment!

Communication

The most important link in the swimmer/coach/parent relationship is the parent-coach communication line. FTLL employs a wide variety of tools for communication. Besides the information listed below, we encourage you to contact our Head Coach and/or President should a question arise that you need answered. We understand that you know your child best and if there is anything we can do to aid your swimmer in their full enjoyment of the sport, please let us know. It is best to communicate with the Coach most involved with your swimmer's program.

Newsletter: The team's newsletter is published bi-monthly and provides specific information on upcoming events like meets, achievements, projects, fundraisers, and practice schedules. The newsletter will be posted on the website (under the "NEWS" heading) and emailed to you for convenience. The Newsletter will be available by the 1st of the Month.

Website: www.fortleavenworthlancers.org is the address of our club web site through Team Unify. Team Unify is an all-inclusive swim team management system. On the website you will be able to update your account information, register for swim meets, find meet times, practice schedules and staff information. Please bookmark this site and take the time to become familiar with the website and your account. Please ask one of the Board members or head coach if you are having difficulty finding information.

Facebook: Please become a fan of FTLL. We'll post pictures, updates and any other pertinent information for you to view in our daily feed.

Text & Email: Occasionally during the year, we will have to cancel practice or need to get information to you quickly. During this time we will send out emails as well as text (provided you sign up for text alerts on the website) as soon as possible to prevent you from making an unnecessary trip to the pool. We highly encourage you to sign up for our alert system. *In order to receive the text alert, you must enter your cell phone number in the SMS box and select your carrier in the account information section of the team website.*

Team Roster: A complete team roster is generated on Team Unify following the completion of registrations each year. It will list each swimmer's name, parent's names, address, phone number, birthday, team group, and location in addition to listing all Board members and staff. It is placed in a password secured area on the website. Members are given access to this site. The team roster is a great tool for arranging carpools. Please be aware that this is sensitive information, and is only intended for **swim team purposes only!** Failure to use the roster responsibly will result in your loss of access.

Bulletin Board: Our bulletin board located at Harney Gym is another opportunity to provide information on events for the swim team. We will post team members birthdays, upcoming meets, and meet results.

Board/Staff Email Address:

Head Coach: Helen Lochow
Gold Coach: LeeAnne Dunham
Silver Coach: Kaley Wittrock
Bronze Coach: Paul Lochow

Masters' Coach: Vacant
Dryland Coach: Paul Lochow

President: Thula Stenerson
Vice President: Christie Zoch
Treasurer: Julie Howell
Secretary: Tim Marshall
Statistician: Jeff Lochow
Fundraising: Vacant
Volunteer Coordinator: Laura Hammond
Publicity: Vacant

coachhelen@fortleavenworthlancers.org
goldcoach@fortleavenworthlancers.org
kaley.wittrock@lvpioneers.org
paullochow@gmail.com
bronzecoach@fortleavenworthlancers.org

paullochow@gmail.com

president@fortleavenworthlancers.org
cpzoch@yahoo.com
treasurer@fortleavenworthlancers.org
timmarshall65@gmail.com
stats@fortleavenworthlancers.org

lhammond99@gmail.com

Fort Leavenworth Lancers Behavior and Discipline Policy for Swimmers and Parents

The following behavior guidelines identify principles the Coaches and Board members of FTLL expect all members (swimmers and parents) to demonstrate and uphold. They remind us of why we are involved in youth sports, especially in the midst of competition.

1. Strive to make every team activity serve as training for life.
2. Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach officials for clarification of rulings.
3. Promote good sportsmanship by setting an example and by helping others to do likewise Lancer members will congratulate opponents no matter what the outcome of a competition. Lancers will win gracefully and lose graciously.
4. Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time.
5. Arrive at meets in time for check-in and warm ups.
6. Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first.
7. Opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for the swimmers as we do. Help us achieve these goals by avoiding criticism either verbally or with gestures. Look for opportunities to build rapport with teams that we compete and work with.

The following policy has been adopted to ensure that all discipline problems are approached with understanding proper communication and fairness to all team members and families. Please read and review these guidelines with your swimmer. As a swim team, the Lancers hold safety as our utmost priority. Any swimmer or parent who compromises the safety of anyone in the pool or on the deck will be subject to immediate consequences. Our team endorses the following safety rules that must be followed at all times:

1. No running on pool deck
2. No shoving or pushing anyone into the pool
3. No diving, other than supervised starts
4. No horseplay, holding persons under, or jumping onto another team member
5. No swinging from pool ladders
6. No setting up or tearing down of lane lines without verbal consent from coach
7. Any other safety concern verbally stated by coaching staff when deemed necessary

Although we realize it is sometimes necessary for parents to bring siblings or other children with them to practice, parents must assume all responsibility for any person within the pool facility who is not a practicing team member. It is also perceived as improper conduct if any team member or parent displays disruptive, discourteous, rude or disrespectful attitudes toward coaches, team members or parents during a practice or meet.

USA Swimming Recruiting Regulations:

The following shall be considered violations of the USA Swimming Code of Conduct:

304.3.17 Action, other than through general advertising, by a coach, owner, official, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming-member club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's

existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

- A. Distribution to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
- B. Placed in or on any item that is sold.

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

Action Plan of the Fort Leavenworth Lancers Swim Team to Address Bullying

Effective January 14, 2013, all USA Swimming clubs are required to have an action plan to address bullying. This plan must be reviewed and agreed to by all athletes, parents, coaches, and other adults at the club. Each member club has the responsibility to approve and implement its action plan.

I. PURPOSE

Bullying of any kind is unacceptable at FTLL Swim Team and will not be tolerated. It is counterproductive to team spirit, can be devastating to the victim, and is not a trait that our team condones from our athletes or any member of our team (parents, board members, fans/observers, swimmers, etc.). The FTLL are 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. The objectives of the Lancers' Bullying Policy and Action Plan are:

1. To make it clear that the team 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 the FTLL have a policy and protocol to follow should any bullying issues arise.
4. To make the process of reporting bullying clear and understandable.
5. To assure swimmers and parents that the team takes bullying seriously and that the team will support its athletes when and if bullying is reported.

II. Definition of Bullying.

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

The USA Swimming Code of Conduct specifically defines bullying in 304.3.7:

Bullying is prohibited. For these purposes, the term "bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members ("Members") of an 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

III. REPORTING PROCEDURE

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

1. Talk to your parents, a Coach, Board Member, or other trusted adult;
2. Write a letter or email to the Coach, a Board Member, or other designated individual;
3. Make a report to the USA Swimming Safe Sport staff.

There is no time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint as soon as possible after the incident occurs.

IV. HOW THE TEAM HANDLES BULLYING

- A. If bullying is observed during team-related activities, a coach, board member, or other designated individual will take the following steps:
1. Intervene immediately.
 2. Separate the athletes involved.
 3. Make sure everyone is safe.
 4. Meet any immediate medical or mental health needs.
 5. Stay calm. Reassure the athletes involved, including bystanders.
 6. Model respectful behavior when you intervening.
- B. If bullying is reported on our team, we will address it by finding out what happened and supporting the individuals involved using the following approach:
1. Gathering the facts:
 - a. Keeping all the involved athletes separate.
 - b. Getting the story from all available sources.
 - c. Listening without blaming.
 - d. Refraining from referring to the incident as “bullying” before such a determination has been made.
 - e. Collecting all available information.
 2. Determining if bullying is taking place by considering the following:
 - a. Review the USA Swimming definition of bullying.
 - b. What is the history between the parties involved?
 - c. Have there been past conflicts?
 - d. 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.
 - e. Has this happened before? Is the child worried it will happen again?
 - f. Remember that it may not matter “who started it.” Some kids who are bullied may be accused of being annoying or provoking, but this does not excuse bullying behavior.
 3. If it is determined that bullying has taken place, supporting all those involved.

V. SUPPORTING THE ATHLETES INVOLVED

A. Support the athlete who is being bullied

1. Listen. Learn what's been going on. Assure the athlete that bullying is not their fault.
2. Work together to resolve the situation and protect the bullied child. The swimmer, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - a. Ask the athlete 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.
 - b. Develop a game plan. Maintain open communication between the team 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.

B. Address bullying behavior

1. Make sure the child knows and understands what the problem behavior is and the harm that it causes. Show team members that bullying is taken seriously and will not be tolerated.
3. Work with the child to understand some of the reasons he or she bullied. For example:
 - a. 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.
 - b. Other times kids act out because something else is going on in their lives. They also may have been bullied. They may be in need of additional support.
4. Involve the swimmer who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
5. Follow-up. After the issue is resolved, continue finding ways to help the child who bullied to understand what effects their actions have on other people and on the team.

C. Support other teammates who witness bullying.

1. There are a few simple ways that athletes can help stop bullying when they see it happening.
2. Be a friend to the person being bullied;
3. Tell a trusted adult – your parent, coach, or club board member;
4. Help the person 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.
5. Set a good example by treating others with respect.

VI. CONSEQUENCES FOR ACTS OF BULLYING BEHAVIOR

A. It is not the intent of the Lancer Coaches or Board to “punish” swimmers who are involved in the bullying of a teammate. However, we feel strongly that there must be established consequences in place in order to protect the welfare of every member of our team and to encourage swimmers to consider the consequences of actions before they become problematic. With that in mind, the Board has established the following course of action when dealing with incidences of bullying behavior:

1. **1st Offense:** At the determination of the Head Coach, the swimmer will apologize either verbally or in written form to the other swimmer(s) and the team, and the parents of all parties will be contacted.
2. **2nd Offense:** The swimmer will face an automatic 1 week suspension from the team while the Coach, Board, and parents consider further action and possible solutions.

B. No monetary refund will be issued during a suspension period.

Discipline for failure to abide by any of the above policies:

1st Offense: Head Coach gives team member or parent a verbal warning.

2nd Offense: Swimmer is removed from activity and parent contacted. If a parental offense, the Board is contacted.

3rd Offense: Swimmer is dismissed from the team. There will be no refund of team fees.

Vandalism of any kind will result in immediate dismissal from the team, and may result in financial consequences. The Fort Leavenworth Lancers Swim Team reserves the right to dismiss any swimmer when we feel it is in the best interest of the safety and well-being of the team.

Fort Leavenworth Lancers Travel Code of Conduct

1. The possession or use of alcohol, tobacco products or controlled substances by any athlete is prohibited.
2. Curfews established by the coaches are adhered to each day.
3. Team members and staff will attend all team functions including meetings, warm-ups, practices, competitions, meals, etc., unless otherwise excused or instructed by his/her coach.
4. Team members will comply with USA Swimming uniform requirements and will wear team apparel at the meet and on the awards podium.
5. To ensure the safety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female in male athlete's rooms.
6. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of FTLL, Missouri Valley Swimming LSC, or USA Swimming or be detrimental to its performance objectives.
7. Team members will display proper respect and sportsmanship towards coaches, officials, administrators, fellow competitors and the public.
8. Any additional team guidelines will be established as needed by the Coach or Board.

Your signature of this document constitutes unconditional agreement to comply with FTLL Swim Team Code of Conduct. Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but not limited to: **Dismissal from the team/immediate return home (paid by swimmer); Financial penalties (return from meet, lost entries, etc.); Disqualification from one or more events, or all events of competition; Disqualification from future FTLL Swim Team travel.**



Sample Registration and Dues Calculator

Family Name:	Join Date
Registration Fee:	\$137 x () =
Monthly Dues Swimmer 1:	Plat \$95 Gold \$85 Silver \$75 Bronze \$70 Masters \$35
Swimmer 2:	Plat \$80.75 Gold \$72.25 Silver \$63.75 Bronze \$59.50 Masters \$29.75
Swimmer 3:	Plat \$71.25 Gold \$63.75 Silver \$56.25 Bronze \$52.50 Masters \$26.25
Total Due Now:	\$
Next Monthly Dues Payment: 1 st of	\$
Volunteer Hours: 2.5hrs	Monthly starting:
Fundraisers:	Home Meet: Sep 30-Oct 2, 2016 Swim-A-thon®: October Home Meet: Jan 27-29, 2017
Masters Registration Fee:	\$75

To register, go to www.FortLeavenworthLancers.org and click on the “Online Registration” button located on the right side of the homepage.