



**Fort Leavenworth**  
**LANCERS**  
Swim Team

**Team Handbook**

**2020-2021**

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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:

- 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.
- 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.
- 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.
- Swimmers are taught to set realistic yet challenging goals for meets and to relate those goals to practice to direct their training efforts.
- 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 Sarah Waldon**

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, kickboard, fins, and water bottle

### **Silver: Coach Paul Lochow**

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, kickboard, fins, 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 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, kickboard, fins, Finis Snorkel, and water bottle. See Gold Coach for additional equipment needed.

### **Platinum: Head Coach Helen Lochow**

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 should make five (or more) practices a week. Practices are 2 ½ hours daily, Monday through Friday, with 45 minutes of dryland strength training prior to practice with the dryland coach\*. Additional pool time may be allotted for morning or Saturday sessions if needed\*.

**Required Equipment:** Goggles, swim cap, kickboard, fins, 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 (i.e. swimmer's shoulder).

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

**Required Equipment:** TBD

### **Masters: Coach Sarah Waldon**

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.

\*Due to COVID-19 restrictions and guidelines, all practice schedules and hours/timelines are subject to change. Please see Addendum 1.

## **Financial Obligations and Considerations**

**FTLL Annual Team Fee:** There is a \$150 Annual Fee. The annual fee includes the current USA Swimming registration fee (\$74 for the 2019/2020 swim year)\*\* and an approximate \$76 Lancer Team Administrative Fee\*\*\*. The Masters Training Group will pay a \$75 Annual Team Fee which includes the \$55 United States Masters Swimming/MOVY registration fees\*\*\*\* as well as a \$20 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 \$150 will then be collected in August during the mass registration.

\*\*USA Swimming registration fees traditionally increase \$2 per year.

\*\*\*The Lancer Administrative Fee will NOT increase every year and the actual amount collected may fluctuate depending on the Annual Registration fee of USA Swimming.

\*\*\*\*USMS/MOVY fees subject to change; \$75 due at registration, additional billed 1 NOV 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 Team Unify 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 should be familiar with their Team Unify Account, which explains the charges for each month. **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 their membership. 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 train, 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 15-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.

**High School Inactive Status:** The Fort Leavenworth Lancers understand that some of our older swimmers may or must leave the team if they wish to participate with a High School Swim Team. Each local High School may have

different rules on the level of participation a High School swimmer can have with a “club team” (Lancers), so we urge parents to check with their High School to learn the proper rules and plan accordingly. However, since High School swim seasons average three to four months in duration, those swimmers participating with their High Schools can temporarily leave the Lancers and rejoin upon completion of the High School swim season. Doing so incurs only a \$50 administrative fee. While on High School Inactive Status, Volunteer Service Hours Do Not accrue and swimmers are exempt from (though encouraged to participate in or volunteer to assist) fundraising requirements.

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 starting with full price for the highest-level swimmer. USMS/Master swimmers are not eligible to receive a multi-swimmer discount.

- 2<sup>nd</sup> Swimmer= 15% discount
- 3<sup>rd</sup> Swimmer = 25% discount
- 4<sup>th</sup> or more Swimmer = 50% discount

**\*Please note: There is no discount for the annual registration fee.**

### **Monthly Dues:**

<b>Group</b>	<b>Fee</b>
Platinum Training Group	\$100
Gold Training Group	\$100
Silver Training Group	\$90
Bronze Training Group	\$80
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, the Short Course Season (September thru Mid-March) and the Long Course Season (April thru August). During the two swim seasons, your swimmer has the opportunity to compete in several swim meets within the Missouri Valley Region.\*

Meet fees are generally \$5.00 per entered event and will be billed to your account immediately following the completion of the meet. Relay events (generally \$7 per Relay event) will be billed as follows: 1.) If all Relay Swimmers are present and swim in the relay the Entry Fees are divided equally (\$1.75) amongst the swimmers. 2.) If 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.) If 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.

Parents, please be aware that your **Team Unify** account is our system of record concerning away swim meets and must be used to enter your swimmer into an away meet (the two home swim meets are mandatory and it is assumed all swimmers will participate). Coaches do not enter swimmers into swim meets; they only enter them into events after they have committed to attend the meet. Be aware that swim meet registration deadlines are set by the host team and late entries will not always be accepted.\*

We encourage and urge parents to utilize the “Notes” section when registering your swimmer for a meet. This may include days your swimmer cannot attend a meet, or a limit on the overall number of events. This information assists a coach in planning your swimmers (and your) swim-meet weekend.\*

Once you have committed “YES” to attending a meet through the Team Unify, you are financially responsible for **all** fees associated with that meet regardless of whether your swimmer actually swims in his/her entered events. There is no exception to this policy since the Lancers must submit payment to the host team based on the number of entries at the time of registration NOT at the time of participation.

The Fort Leavenworth Lancers impose a surcharge of \$10.00 per committed swimmer for local meets and \$15.00 per committed swimmer for the few meets designated as “Travel Meets”. The Swim Meet Invite Sheet (Meet Sheet) will state if a Host Team will impose an additional per swimmer surcharge for the meet. These surcharges 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.\*

**Intramural Meet/Virtual Meet Fees\*:** Intramural meet fees will be a minimum of \$25 per swimmer per meet. Virtual meet fees will be decided by the host team.

**Payment Procedures:** The Treasurer should receive Monthly Dues by the 5<sup>th</sup> of each month and are considered late after the 10<sup>th</sup>. Recurring credit card payments through our Team Unify website are the 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 10<sup>th</sup> 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**

\* Due to COVID-19 restrictions, all meet structures, fees, and schedules are subject to change. Please see Addendum 1.

## **Equipment Fee (Optional)**

- Due to COVID-19 restrictions, we can no longer share equipment (kickboards, fins, etc). You may provide your own equipment or rent an equipment bag from the team at the cost of \$5 per month per swimmer. Please see Addendum 1.

## **Fundraising & Volunteer Commitment**

**Fundraising Events:** 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 per year; two mandatory home swim meets (October & January)\* and a mandatory 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 **\$50** for the swim meet (not to exceed **\$100** 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 invoice.

**Fort Leavenworth Lancers Volunteer Service Agreement:** The success of Fort Leavenworth Lancer Swim Meets and functions depends on the support of our parents. As a full-time, year-round swim team; each Lancer family agrees to support the team by working 36 service hours per year. Having sufficient staff at home swim meets is our top priority so Sixteen (16) of the 36 hours must be fulfilled by physically volunteering to fill positions at home swim meets. Fortunately, there are more than enough home swim meets and team events for each family to easily fulfill their required hours.\* Volunteer hours may be earned in many ways and is a great way to support the team, grow the sport and socialize with fellow swim families. Some common Volunteer activities include:

- Working at the two home swim meets and/or 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 (each \$10 donation = 1 hour volunteer hour)
- Donating food/items or equipment for the meet.
- Serving on the Board
- If you have additional skills you feel may benefit the club, contact our President to discuss further options

While we encourage all families to fulfill their service hour obligation by volunteering with the many team activities and events, we understand that family schedules and dynamics differ and some may find it easier to "purchase" their volunteer hours. At the end of the swim year (July 31<sup>st</sup>) or when a family leaves the team, unfulfilled service hours will be invoiced at the rate of \$10.00 per unfulfilled hour.

The accrual of service hours begins with the month a family registers with the team and is calculated to end the following July, which is the end of the full-time swim year. Service hours accrue at a rate of 3 hours per month over 12 months (August-July). For example, if your child joins the team in December, your Service Hour Obligation will be 24 hours (3.0 hours x 8 months).

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.**

### **Typical Volunteer Positions during a Swim Meet:**

\* **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**

**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!

\*Due to COVID-19 restrictions and guidelines, meet structures and schedules are subject to change. Fundraiser schedules are subject to change. Volunteer hour requirements may be adjusted by the Board. Please see Addendum 1.

## **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.

**Website:** [www.fortleavenworthlancers.org](http://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.

**Coaching & Board Email Address:**

**Head Coach: Helen Lochow** ----- [coachhelen@fortleavenworthlancers.org](mailto:coachhelen@fortleavenworthlancers.org)  
**Gold Coach: LeeAnne Dunham** ----- [goldcoach@fortleavenworthlancers.org](mailto:goldcoach@fortleavenworthlancers.org)  
**Silver Coach: Paul Lochow** ----- [paullochow@gmail.com](mailto:paullochow@gmail.com)  
**Bronze Coach: Sarah Waldon** ----- [lilcrow1978@yahoo.com](mailto:lilcrow1978@yahoo.com)  
**Masters' Coach: Sarah Waldon** ----- [lilcrow1978@yahoo.com](mailto:lilcrow1978@yahoo.com)  
**Dryland Coach: Paul Lochow** ----- [paullochow@gmail.com](mailto:paullochow@gmail.com)

**President: Melissa Hanley** ----- [president@fortleavenworthlancers.org](mailto:president@fortleavenworthlancers.org)  
**Vice President: Lori Kobs** ----- [lorikobs522@gmail.com](mailto:lorikobs522@gmail.com)  
**Treasurer: Michael Carney** ----- [treasurer@fortleavenworthlancers.org](mailto:treasurer@fortleavenworthlancers.org)  
**Secretary: Violet Gomes** ----- [violetgomes81@gmail.com](mailto:violetgomes81@gmail.com)  
**Statistician: Jeff Lochow** ----- [stats@fortleavenworthlancers.org](mailto:stats@fortleavenworthlancers.org)  
**Volunteer Coordinator: Erin Johannes** ----- [erinksu@hotmail.com](mailto:erinksu@hotmail.com)  
**Fundraising: Toni Archambault** ----- [toni.archambault@gmail.com](mailto:toni.archambault@gmail.com)  
**CGSC Representative: Vanessa Babb** ----- [nessababb@gmail.com](mailto:nessababb@gmail.com)  
**Publicity: Vacant**  
**Equipment Manager: Vacant**

## **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.

- Strive to make every team activity serve as training for life.
- 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.
- 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.
- Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time.
- Arrive at meets in time for check-in and warmups.
- Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first.
- 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:

- No running on pool deck
- No shoving or pushing anyone into the pool
- No diving, other than supervised starts
- No horseplay, holding persons under, or jumping onto another team member
- No swinging from pool ladders
- No setting up or tearing down of lane lines without verbal consent from coach
- 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:

- 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
- 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.

#### **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:

- To make it clear that the team will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents, and swimmers a good understanding of what bullying is.
- 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.
- To make the process of reporting bullying clear and understandable.
- 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.

#### **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*

### **REPORTING PROCEDURE:**

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

- Talk to your parents, a Coach, Board Member, or other trusted adult;
- Write a letter or email to the Coach, a Board Member, or other designated individual;
- 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.

### **HOW THE TEAM HANDLES BULLYING:**

If bullying is observed during team-related activities, a coach, board member, or other designated individual will take the following steps:

- Intervene immediately.
- Separate the athletes involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the athletes involved, including bystanders.
- Model respectful behavior when you intervening.

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:

Gathering the facts:

- Keeping all the involved athletes separate.
- Getting the story from all available sources.
- Listening without blaming.
- Refraining from referring to the incident as “bullying” before such a determination has been made.
- Collecting all available information.

Determining if bullying is taking place by considering the following:

- Review the USA Swimming definition of bullying.
- What is the history between the parties 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?
- 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.

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If it is determined that bullying has taken place, supporting all those involved:

**SUPPORTING THE ATHLETES INVOLVED:**

Support the athlete who is being bullied.

- Listen. Learn what's been going on. Assure the athlete that bullying is not their fault.
- 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:
  - 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.
  - 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.
  - Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Address bullying behavior

- 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.
- Work with the child to understand some of the reasons he or she bullied. For example:
  - 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.
  - 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.
- Involve the swimmer who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
- 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.

Support other teammates who witness bullying.

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

## **CONSEQUENCES FOR ACTS OF BULLYING BEHAVIOR:**

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:

- **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.
- **2nd Offense:** The swimmer will face an automatic one-week suspension from the team while the Coach, Board, and parents consider further action and possible solutions.

\*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**

- The possession or use of alcohol, tobacco products or controlled substances by any athlete is prohibited.
- Curfews established by the coaches are adhered to each day.
- 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.
- Team members will comply with USA Swimming uniform requirements and will wear team apparel at the meet and on the awards podium.
- 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.
- 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.
- Team members will display proper respect and sportsmanship towards coaches, officials, administrators, fellow competitors and the public.
- 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.**

# **Fort Leavenworth Lancers Swim Suit Policy**

We pride ourselves on carefully considering all aspects of swimming regarding the competitive development of our athletes. Our team culture has an enormous impact on our swimmers' success. The aim of the policies outlined below is to define that culture in order to (1) improve our unity as a team and (2) ensure that our attire at meets and practice is consistent with our philosophy. Please read all four parts of this team attire policy outlined below and direct any questions to me at [coachhelen@fortleavenworthlancers.org](mailto:coachhelen@fortleavenworthlancers.org).

Sincerely,  
Helen Lochow, Head Coach

## **1) Tech Suits**

“Tech suits” include the Fastskin, FS2, FS3, the Lzr, FSPro, and the Aquablade, etc. These suits are engineered to reduce a swimmer’s drag in the water, artificially enhancing performance. We believe that this is not appropriate for younger swimmers to use a swimsuit to this effect. We want our developing swimmers to value hard work, skill, and technique as the means to improvement. We feel that “tech suits” undermine these values. We will save the boost from a “fast suit” for when our swimmers are older.

Beginning in the 2020/2021 swim season, USA Swim policy states that swimmers 12 years old & under are not permitted wear a “tech suit” at practice or in competition in any USA Swimming meet. This policy will apply to prelims, finals, and relays at both in-season and championship meets.

Swimmers who are 13 years or older on the first day of the meet in question may wear a black FINA-approved tech suit at Championship meets ONLY or with the Head Coach or Head Age Group Coach’s permission. Championship meets are defined as end-of-season meets

Tech suits for 13 years and older swimmers are not required and their purchase represents a personal decision.

## **2) Team Suits**

At meets, we want to make our presence known as a club. We are proud to swim for the Fort Leavenworth Lancers and dressing uniformly is a way for us to unite as a Team.

Our team policy is that for all USA Swimming meets (other than when a swimmer wears a tech suit in compliance with the policy above) all swimmers are required to wear a team suit. Our team outfitter is SwimQuik. You may visit their site at [SwimQuik.com](http://SwimQuik.com) or call them at (913) 649-8456. We have selected the following options for our team suits:

*Girls:*

A Flyback Training Suit - This suit has spaghetti straps, is polyester for longer lasting wear.

*For Boys:*

Option 1: Endurance Jammer in team design. This suit extends to the swimmer’s knee and is made of polyester for longer wear.

Option 2: Endurance Brief. This suit is a traditional cut and is made of polyester for longer wear.

**DO NOT LEAVE HOME FOR A MEET WITHOUT YOUR TEAM SUIT.**

Often, team vendors are at meets, but please do not depend on them being there or having your size in stock.

### **3) Practice Suits**

Swimmers are not required (and are discouraged) to wear a team suit during practice. Girls may not wear two-piece suits at practice. Per USA Swimming policy any other swimming suit that meets the “**current concept of the appropriate**” and does not interfere with a swimmer’s ability to use proper technique is permitted to be worn at practice (para 102.8). The Senior USA Swimming official present shall determine the “**current concept of the appropriate**”.

### **4) Swim Caps**

At practice; Swim caps are optional for swimmers with hair shorter than shoulder length. During swim meets, all of our swimmers will wear the same cap as it encourages team unity and enables our coaches to easily spot our swimmers in the pool.



## Sample Registration and Dues Calculator

Family Name:	Join Date
Registration Fee:	\$150 x ( ) =
Monthly Dues Swimmer 1:	Plat \$100 Gold\$100 Silver \$90 Bronze \$80 Masters \$35
Swimmer 2:	Plat \$85.00 Gold \$85.00 Silver \$76.50 Bronze \$68.00
Swimmer 3:	Plat \$75.00 Gold \$75.00 Silver \$67.50 Bronze \$60.00
Total Due Now:	\$
Next Monthly Dues Payment: 1 <sup>st</sup> of	\$
Volunteer Hours: 3.0 hrs	Monthly starting:
Fundraisers:	Home Meet: October Swim-A-thon®: October/November Home Meet: January
Masters Registration Fee:	\$75

To register, go to [www.FortLeavenworthLancers.org](http://www.FortLeavenworthLancers.org) and click on the “Online Registration” button located on the right side of the homepage.

# Addendum 1: COVID-19 Information, Procedures, and Guidelines

The COVID-19 pandemic continues to affect our lives, our families, and our team. Please know that the health and safety of our swimmers, our coaches, and their families are our top priority.

The COVID-19 pandemic has forced us to change the way we swim at practices and compete at meets. We are committed to following all safety procedures and guidelines set forth by USA Swimming, Missouri Valley LSC, and Fort Leavenworth Garrison, and will continue to do so for as long as necessary.

Please know that this pandemic is unpredictable, and therefore all of our procedures and guidelines are subject to change. We will do our best to communicate all change effectively and efficiently.

## Practice

Our practice schedules, to include hours allotted per training level, will be adjusted according to current restrictions and guidelines put in place by USA Swimming, the Fort Leavenworth Garrison Command Team, and FMWR. Schedules will be dynamic, as restrictions and pool availability change. We will communicate all schedule changes via email. Sign-ups will continue to be required as long as pool occupancy restrictions remain in place.

There have been several changes to our practice procedures, highlighted below.

## Fort Leavenworth Lancers: Return to the Pool Safety Guidelines

**Key Considerations:** The health and safety of our team is our top priority. **Maintaining appropriate social distancing is critical.**

According to the CDC, the following may be symptoms of COVID-19:

- Fever
- Chills
- Muscle Aches or Unusual Fatigue
- Sore Throat
- Runny Nose/Congestion
- Cough
- Shortness of Breath
- Diarrhea
- New Loss of Taste or Smell

**If any athlete or family member does not feel well or is exhibiting any symptoms of illness, the athlete MAY NOT come to the facility for swim practice.**

Temperatures may be checked upon entering the facility, and health screening questions may be used.

If the athlete is tested for COVID-19 or is under quarantine for any other reason (such as travel to a high-risk area), they may not come to practice until cleared by a health professional. Also, if any athlete has been in contact with someone who has tested positive for COVID-19, they may not come to practice until cleared by a health professional.

Instructional swimming does not require direct contact between teammates or coaches and social distancing can be maintained throughout practice. As with all exercise/activity at this time, swimming must comply with standards for social distancing and safety within aquatic facilities. The CDC has indicated that there is no evidence the disease spreads through treated water. Proper operation and maintenance of these facilities should inactivate the virus in the water.

**Please note: There is a MANDATORY MASK POLICY in place on Fort Leavenworth.**

### **Pre-Practice**

- Coaches will ensure common area surfaces (door handles, starting blocks) are thoroughly cleaned by staff with proper cleaning materials before athletes arrive at the pool.

### **Athlete Arrival at Practice/ During Practice**

- Parents may not drop off the swimmer prior to the start of practice to avoid athletes congregating in groups waiting to enter. Please arrive on time. Temperature screenings or health checks may take place prior to practice. Maintaining appropriate social distancing is critical, so please remain six feet apart. **MASKS MUST BE WORN** by both swimmers and parents during drop-off and pick-up. All swimmers will need to be **checked in/signed in daily** by a parent or guardian (unless they are 16 or older). Hand sanitizer is to be used before entering the pool, and equipment bags must be dunked to sanitize prior to use. **Parents are not allowed to remain on deck** during practice.
- Athletes **should arrive at the pool ‘ready to swim’** with suit, caps, and goggles on. Please make sure your swimmer has one or two FULL water bottles, towel, and other equipment at the ready to get in the water. Locker rooms may not be used to change or shower before or after practice.
- There will be **no sharing of equipment** (fins, kickboards, etc.). Athletes must bring their own equipment (labeled) or they may rent equipment from the team. Only mesh equipment bags are allowed. Also, there will be no sharing of water bottles or other personal items.
- **Masks must be worn by athletes on the pool deck.** Please bring a ziplock bag labeled with the swimmer's name to store their mask while they are in the pool. It will keep the mask dry and will keep the swimmer from accidentally grabbing the wrong mask. They will be instructed to put on their mask once they leave the pool for any reason.
- Coaches will use **social distancing** practice protocols as outlined by USA Swimming and facility guidelines. Swimmers will be taught to maintain social distancing with lane mates and with adjacent lanes at all times.
- Restroom will only be available for emergency use. Please have your swimmer use the restroom before arriving at practice.

### **Athlete Departure from Practice**

- Swimmers should exit the pool, put on their mask, towel off, gather their gear and leave the facility while maintaining appropriate social distancing throughout. **No congregating please. No physical contact** (high fives, shaking hands, etc).
- Locker rooms are **off limits** for showering and changing—athletes should do that at home. Be prepared for your athlete to leave wet.
- We ask that all athletes and coaching staff follow social distancing guidelines outside of practice as well.

The Lancers will be responsible for sanitizing the pool decks and bathrooms after each practice. Parents will be expected to volunteer.

All federal, state, local, and facility guidelines and instructions must be strictly followed during this time. Missouri Valley Swimming and USA Swimming guidance should never be regarded as permission to bypass regulatory or facility instructions.

All changes to practice procedure will be communicated to the team via email by the coaches or Board.

## **Equipment**

Due to the COVID-19 pandemic, swimmers will not be allowed to share equipment. Therefore, each swimmer must provide their own equipment (specifically fins and kickboards for bronze and silver, and fins, kickboard, and snorkel for gold and platinum; please ask your coach for additional equipment requirements or suggestions) or rent an equipment bag from the team. The equipment bags will be rented at a cost of \$5 per swimmer per month. Parents will be responsible for equipment loss or damage beyond normal wear and tear.

## **Meets**

Initially, our meet season will look very different from what it has in past years. USA Swimming and Missouri Valley LSC are planning a return to competition that will include virtual meets, intramural meets, and dual/tri-meets. We will communicate this information with you as it comes out.

We thank you for your cooperation, flexibility, and continued support during this time.

Lancer Strong!

-FTLL Parent Board

