



**Team Handbook
2021-2022**

Blues Aquatics Asheville
360 Asheville School Road
Asheville, NC 28806
www.BluesAquatics.com

TABLE OF CONTENTS

Welcome	3
Summary of Key Policy Changes for 2021-2022	4
About Blues Aquatics Asheville	4
Mission, Objectives, and Pillars of Success	5
Coaches and Staff	6
Training Groups	8
Practice Schedule	9
Required Training Equipment	10
Registration Information	11
Membership Dues and Financial Policies	12
Early Termination and Withdrawal	14
Swim Meet Policies and Procedures	15
Meet Schedule	17
Team Communication Policy	18
Other Team Policies	19
Athlete and Parent Code of Conduct	21
USA Swimming Safe Sport and the Minor Athlete Abuse Prevention Policy	23
Safe Sport Policy and Bullying Action Plan	26
Bullying Action Plan	26
Drugs and Alcohol Policy	27
COVID-19 Policy	29

WELCOME

This past year, Blues Aquatics Asheville athletes accomplished a LOT. We made noise with our results in the pool including multiple Top 10 Swims in the USA, a near Olympic Trials berth (.4 away!), Speedo National Championship qualifiers, a record-setting number of athletes qualifying for Sectionals, and more. Our Age Groupers improved significantly with first-ever NCS Championship Qualifiers and even top 25 finishers in the state. Members of our coaching staff were selected for NCS Select Camp, Zones, the Carolina Crown and were featured in the American Association for Swim Coaches. We earned Safe Sport Recognition from USA Swimming along the way. It was a fantastic first year for Blues Aquatics Asheville!

As we look forward to 2021-2022, the team will build on last season and set some high and lofty goals. To achieve them, we're crafting new season plans centered around stroke mechanics with additional training tools and techniques to help each group and individual continue to improve in the pool. BAQ athletes will strengthen their mental muscles with athlete workbooks next season, designed to create confidence, positive self-talk, and the mental fortitude necessary for performance in the pool and classroom. We will be hosting meets to create racing opportunities right here in WNC for our athletes and inviting others from around the region to Asheville. Building on last year, we're aiming for qualifiers at NCS Age Group Champs, Senior Champs, Senior Sectionals, Winter Juniors, and other high level events. To create more team unity and cohesion across each training group, we will host fun team building events and more.

There is a lot to look forward to in 2021-2022. In the meantime, as we all get signed up, let's all be thankful for chlorine. I know I'm so thankful for it! We're so happy to have been able to provide a place for your athletes to learn, grow, see smiles, laugh with friends, create new friends, be challenged, work at something, improve, and have life feel normal for a while. Blues Aquatics Asheville has had a killer first year. Year two promises to be even better. Registration begins July 12th @ 12:00pm.

The purpose of this handbook is to familiarize you with our inception, mission, objectives, policies and procedures. All members must take the time to read this document carefully.

SUMMARY OF KEY POLICY CHANGES FOR 2021-2022

- **Welcome Coach Courtney!** See page #6
- **Documents Required for membership:** All athletes 12 and Older must submit a Safe Sport Training Certificate at the time of registration. New Families must submit a Proof of Age Form at the time of registration. See Page #11
- **Home Meet Officiating Incentive:** Parent Officials that have completed the USA Swimming Officials course and Apprenticeship program and officiate at a BAQ Hosted meet will have their meet fees waived. Page #15
- **Dues and Fees Structure:** See page #12
- **Registration Information:** Online registration is the only way to guarantee your athlete's placement on the team. All families must re-register their athletes. Due to high demand, we will have to limit the number of athletes that can participate on BAQ. Make sure to register early! See page #11
- **Swim Meet Policies and Procedures:** All athletes are automatically entered in each meet for their designated practice group. Families must withdraw their athletes from meets on the calendar in which they cannot participate by Sept 15th (SCY) or April 15th (LCM). See page #15
- **Communication Policy:** Email is the preferred method of communication for all correspondence between coaches and families. See page #18
- **New training group:** Blues Bridge will "bridge the gap" between Blues I and Blues II. See page #8
- **No Tie Back Suits:** See page #10
- **Pertinent Staffing Policies:** See page #6

ABOUT BLUES AQUATICS ASHEVILLE

North Carolina and Asheville have a rich history in swimming success. On November 1st, 2020, Asheville School supported the growth of the sport locally and nationally by founding Blues Aquatics Asheville. The program operates independently of the Asheville School and is funded by the members of Blues Aquatics Asheville. The school supports our program by providing our main training facility, facility upkeep, program administration and staffing.

MISSION

Using the sport of swimming, we seek to empower student-athletes in Western North Carolina and around the globe to become leaders, and champions in and out of the pool for years to come. We seek to do this with clear and straightforward development objectives.

OBJECTIVES & PILLARS OF SUCCESS

- **Athlete Development: Personal and Physical**
 - To provide an opportunity for young people in the Asheville area to engage in a wholesome, life-saving, lifetime sport and recreational activity while promoting healthy lifestyle habits and physical fitness.
 - To provide opportunities for healthy social, emotional, and educational development.
 - To encourage peer and family participation in athlete and club goals and activities.
 - To assist in the development of high self-esteem and to help cultivate positive self-images.
- **Competitive Development**
 - To create an environment in which the desire for self-improvement and goal achievement motivates the individual to fully develop his or her natural abilities and promotes others to do likewise.
 - To draw out and build upon each child's natural energy and fuel the pursuit of goals and dreams in and out of the pool.
 - To provide opportunities to learn the values of hard work, dedication, self-discipline, and perseverance.
 - To promote the ideals of honesty, integrity, sportsmanship, and team loyalty. ○ To provide quality instruction, training, and proper competition at all peer and ability levels.
- **Community Involvement**
 - To cultivate the support of community-oriented individuals, corporations, and foundations to help fund programs, equipment, and facilities.
- **Administrative Development at the State, Regional, and National Level**
 - To participate in the direction and management of NC Swimming and to further the growth and development of competitive swimming in our state and WNC.
 - To provide leadership in the Southern Region that will allow the southeast to become one of the national centers of competitive swimming.
 - To participate in the administration of USA Swimming, Inc. to represent the interest of NC Swimming and the Southern Region and to establish Blues Aquatics Asheville as a contributor to the National program, Zone teams, Select Camps, and the American Swim Coaches Association.

COACHES & STAFF

Charlie McCanless, Head Coach/ Director of Competitive Aquatics

Contact: Mccanlessc@ashevilleschool.org 828-254-6345 x4090

Charlie began his swimming career at the age of 6 and swam his way through college, finishing at East Carolina University as a Varsity Record Holder and Team Captain. After graduation, he worked for SwimMac Carolina. Following a move to Boston, Charlie worked for Charles River Aquatics as Senior Group Coach and Age Group Coach. In 2014, Charlie accepted a position as Head Coach Smoky Mountain Aquatic Club in Waynesville, NC where he helped build the program into the most competitive program in Western NC. While heading SMAC, the team went on to win the 2018 and 2019 NC Senior Championships, small team division, and he helped produce multiple nationally ranked swimmers, NCAA athletes, Juniors, Futures, Sectional qualifiers, Age Group Champions and more. Throughout his career he has worked with all ages and abilities from National Level athletes to children brand new to the sport. He earned his ASCA Level 5 certification in 2018. Since starting BAQ in 2020, the team has had multiple swims in the Top 10 in the USA, Speedo Summer National qualifiers, college commitments, a near Olympic Trials berth and more.

Coach Charlie is the primary coach of Blues Elite and the Blues III groups. Specific questions regarding athletes in these groups should be directed to Coach Charlie

Coach Courtney Dunham, Blues Aquatics Asheville Assistant Coach

Contact: dunhamc@ashevilleschool.org

Coach Courtney is the primary coach of the Blues I and Blues II groups. Coach Courtney is a graduate from Mount Holyoke College in Massachusetts where she was a member of the varsity swim team for four years. She achieved NEWMAC All-Conference Academic Honors twice in her career. Before college, Coach Courtney attended Canterbury School in Connecticut with Coach Sarah Bednar as head coach. At Canterbury, Courtney helped win the 2014 NEPSSA Championship team and still holds two relay records at the school. She also received the Charles Huntington Award for Academic/Athletic excellence. Additionally, she has coached for United States Sports Camps alongside Coach Sarah. A native of New York, Coach Courtney is looking forward to relocating to Asheville and working with everyone at Blues Aquatics and working for Transylvania County Habitat for Humanity. Specific questions about athletes in these groups should be directed to Coach Courtney.

Coach Courtney is the primary coach of the Blues I, Blues II and Blues Bridge groups. Specific questions regarding athletes in these groups should be directed to Coach Courtney.

Sarah Bednar: Aquatic Director & Head Asheville School Varsity Coach, BAQ Assistant Coach

Contact: Bednars@Ashevilleschool.org, 828-254-6345 x4020

Sarah started her competitive swimming career at the age of seven where she had considerable success through high school setting school and sectional records. She switched gears while in college and rowed for Purdue University. Her varsity women's boat consistently placed in the top 2 in the Big 10 Championships. Sarah's coaching career began over a decade ago in CT where she coached age group swimming. She has successfully coached in prep school swimming over the last 8 years. Her teams have won three New England Championships and four NC Independent School Championships and several conference championships. Coach Sarah was an integral part in the founding and inception of Blues Aquatics Asheville. She is currently an admin and coach for the team.

Sarah is a certified level 2 swim coach through USA Swimming, a level 2 rowing coach through USA Rowing, a USA Swimming certified Coach, ASCA Level Two and a certified lifeguard-training instructor.

Coach Keelie McDonald, Blues Aquatics Asheville Movement and Mobility Specialist

Coach Keelie brings expertise in injury prevention and performance enhancement through teaching corrective and strengthening movement patterning (commonly referred to as "mobility" training). Learning to train the joints in healthy, functional movement patterns outside of the pool translates to a lower risk of injury, as well as improved movement efficiency, thus enhancing performance. In addition to increased mobility of the joints, she focuses on building athletes' core strength, which is vital for injury prevention in the sport of swimming. Keelie is a certified instructor of the GYROTONIC® Method, which is an exercise system that focuses on expansion of the spine and joints, using principles similarly found in swimming, Pilates and ballet. She has been a movement coach for athletes in more than 100 countries, working for international movement companies such as MoveU, MovNat and Whealth. Additionally, Keelie has a background in deep tissue sports massage therapy, and is a certified USA Swimming coach and ASCA member.

Pertinent Staffing Policies

Swimming, in our opinion, is the most rewarding sport of them all. No one loves to see hard work pay off for our athletes more than our coaches. At Blues Aquatics Asheville, we strive to help our coaches maintain a positive work/life balance to ensure that they are always at their best while on the deck. Not every coach will be at every meet or practice. Athletes and Parents are expected to respect and work with all coaches on the Blues Aquatics Asheville Coaching staff.

TRAINING GROUPS

Our program is designed for ages 7 and up and all skill levels. BAQ Training groups are designed to be age and skill appropriate. The program is designed so that each swimmer will be able to progress from one level to the next once the age and skills needed have been achieved.

Blues I: This is our introductory group to the sport of swimming. Athletes in this group must be able to swim 25 yards unassisted at sign up and have a knowledge of Freestyle and Backstroke before beginning. These athletes compete in competitions regionally once per quarter. This group has a blast learning drills and proper mechanics while learning to master the clock. Blues I athletes enjoy all the spirit and energy that comes with being on a team. Coach Courtney is the primary coach of the Blues I Group. Specific questions regarding athletes in Blues I should be directed to Coach Courtney.

- *Advancement Requirements to move to the Blues Bridge group:*
 - 12x50 FR @ 1:00, 18x25 Kick @ :40 - any stroke.
 - Fundamentals: Butterfly swim with excellent kick.
 - Fundamentals of Breaststroke swim with a legal kick.

Blues Bridge: The group that bridges the gap between Blues I and Blues II, this group continues to build on fundamentals and mechanics learned in Blues I while preparing athletes to transition fully to Blues II. This group introduces athletes to a competitive mindset and is designed to help them develop focus and determination needed for competition. These athletes compete regionally once per quarter. Coach Courtney is the primary coach of the Blues Bridge Group. Specific questions regarding athletes in Blues Bridge should be directed to Coach Courtney.

- *Advancement Requirements to move to the Blues II group:*
 - 4x100 IM @ 1:45, 6x100 FR @ 1:35, 18x25 Kick @ :35
 - Four legal strokes and efficient starts and turns

Blues II: This group is largely for athletes 14 and Under seeking to qualify for Age Group Championships. Members of Blues II are focused on building their aerobic base and gaining the mental toughness and stamina needed for regional and state level competitions on average of once per month. This group follows a rigorous training plan designed to help athletes qualify for next level meets and prepare them for success. Coach Courtney is the primary coach of the Blues Bridge Group. Specific questions regarding athletes in Blues Bridge should be directed to Coach Courtney.

- *Advancement to Blues III advancement criteria:*
 - 4x100 IM @ 1:35, 6x100 FR @ 1:20, 18x25 Kick @ :30
 - 13 years of age

Blues III: This group is open for High School aged athletes looking to improve in the pool and advance their swim career. The group builds on the principles of learning and mastering proper technique across the four strokes, racing starts and turns while building and increasing aerobic capacity and endurance. The group also focuses on developing the mental drive and focus required for next level success. Coach Charlie is the primary coach of Blues III. Specific questions regarding athletes in the Blues III group should be directed to Coach Charlie.

- *Blues Elite advancement criteria:*
 - 4x100 IM @ 1:25, 6x100 FR @ 1:15, 18x25 @ :25 Kick

Blues Elite: The Blues Elite Practice group is for athletes searching to achieve their highest peak potential. These athletes follow BAQ's most extensive training plans and are focused on doing what it takes for success at Senior Champs, High School States, Sectionals, Futures, Junior Nationals and beyond. Athletes in this group work to continue to develop a committed lifestyle. Athletes in Blues Elite develop the mindset that through hard work, focus and proper preparation, anything is possible. These athletes have aspirations of swimming in college.

PRACTICE SCHEDULE

Refer to the website www.BluesAquatics.com or the **OnDeck App** to keep up to date practice schedule. Blues Aquatics Asheville follows a seasonal schedule based on pool availability at the Asheville School and Asheville's 50m Rec Park Pool. Specific changes to practice schedules will be announced via email and OnDeck. In the event of a cancellation for an unforeseen event, Parents and Athletes will be notified with the OnDeck app. All families and athletes are required to have the OnDeck App.

The Fall Practice Schedule: 8/25-11/1 (Dates subject to change. At the time of writing, Asheville School's High School Schedule has not been released).

- *Blues I:* Mon/Tues/Thurs: 6-7pm
- *Blues Bridge:* Mon-Thurs: 6-7:30pm
- *Blues II:* Mon-Thurs: 6-8pm, Sun, 5:30-7:30pm
- *Blues III:* Sun 3:30-5:30pm, Mon 5:30-7:30am, Tues/Thurs, Fri 3:45-4:30 Mobility, 4:30-6:30
- *Blues Elite:*
 - Sun 3:30-5:30pm
 - Mon/Wed: 5:30-7:30am, Dryland 4-5pm (Dryland schedule subject to change)
 - Tues/Thurs 3:45-5:45pm
 - Fri 3:45-4:30 Mobility, 4:30-6:30 Swim

The Winter Practice Schedule and the High School Season: Asheville School's High School Swim Team is in session in the winter months. Blues Elite and Blues III athletes that do not attend the Asheville School will shift practice times to swim in the 6-8pm practice slot on Tues/Thurs. *Athletes with a Winter Junior National Qualifying time standard will continue to practice from 3:45-5:45pm on Tues/Thurs.* Key High School season dates (subject to change) are as follows:

- *November 1st - 19th:* Asheville School Swim Team in session
- *November 20-29th:* Asheville School Thanksgiving break. Thanksgiving Training for all Blues Aquatics Asheville athletes. Thanksgiving training is rigorous and will include doubles for Blues III and Blues Elite athletes.. Schedule TBA by October 31st.
- *November 30th - December 16th:* Asheville School Swim Team is in session.
- *December 17th - January 4th:* Asheville School Holiday Break. Holiday Training Schedule for Blues Aquatics Athletes. Holiday Training is rigorous and will include doubles for Blues III and Blues Elite athletes.
- *January 5th - February 4th:* Asheville School Swim Team in session.
- Blues I, Blues Bridge, and Blues II groups will remain on the Fall Practice Schedule listed above.

The Spring Schedule: The spring schedule will follow the same schedule as the Fall schedule and will resume after Asheville School's NCISA State Championship Meet. At the time of writing, the meet date has not been announced, but is typically the first week of February.

The Summer Schedule: Starting after Memorial day, Blues Aquatics Asheville will be moving primary practice locations to Asheville's Rec Park Pool at 65 Gashes Creek Rd, Asheville, NC 28806. Specific dates and times will be announced at least two weeks before changing practice locations.

Team Breaks: Between the SCY and LCM seasons and between the LCM and SCY seasons, our team takes a break to restore, refresh, and recharge before beginning a new season. Our team breaks are listed below:

- Team Break: March 29th - April 7th.
- Team Break: August 7th - August 24th

Flexibility: We work with the mutual understanding that the more practices that athletes attend, the more opportunities there are to improve. Should you need scheduling flexibility, please speak with your

athlete's primary group coach.

REQUIRED TRAINING EQUIPMENT

All team gear and training items are available for purchase in a bundle at discounted rates through our team store with Carolina Swim Shop. All athletes must make purchases for our training equipment, suits, tech suits, and other items with our equipment provider Carolina Swim Shop.

- **Carolina Swim Shop:** <https://carolinaswimshop.com/team>
- **Team Access Code:** baq2020
- **Practice Suits:** No tie back suits. These suits can come untied and force athletes to stop practicing.. Athletes with tie back suits will be asked to change.
- **Team Apparel:** Athletes should have a team shirt, a team cap, a team suit, and team warm ups.
- **AquaVelo Drag Sox:** <http://www.aquavelo.com/products/dragsox/>
 - Discount Code: 70BSOG
- **“Conquer the Pool”:** <https://www.yourswimlog.com/conquer-the-pool/>

Required Training Equipment by practice group:

- **Blues Elite:** Kickboard, TYR Paddles, TYR Pull Buoy, TYR Snorkel, TYR Hydroblade Fins, AquaVelo DragSox, TYR Team Backpack, TYR ankle strap, mesh bag, Conquer the Pool
- **Blues III:** Kickboard, TYR Paddles, TYR Pull Buoy, TYR Snorkel, TYR Hydroblade Fins, AquaVelo DragSox, TYR Team Backpack, mesh bag, Conquer the Pool
- **Blues II:** Kickboard, TYR Paddles, TYR Pull Buoy, TYR Snorkel, TYR Hydroblade Fins, AquaVelo DragSox, TYR Team Backpack, mesh bag
- **Blues I and Blues Bridge** TYR Kickboard, TYR Pull Buoy, TYR Snorkel, TYR Hydroblade Fins, TYR Team Backpack, mesh bag.

EQUIPMENT DEADLINE: All athletes must have all required training equipment by 8/25, the first day of practice. Athletes that join the team mid-season must have all required training gear within 2 weeks of beginning their first practice.

REGISTRATION INFORMATION

MEMBERSHIP: Online registration is the only way to confirm your swimmer’s placement with Blues Aquatics Asheville. Completion of online registration indicates that you understand and agree to all team policies, team financial policies, and all other policies laid out in the Blues Aquatics Asheville Team Handbook. Make sure that you have read this document in its entirety.

HOW TO REGISTER

1. Navigate to www.bluesaquatics.com
2. Click “Register Here”
3. Read through the Blues Aquatics Asheville Team Handbook and policy and procedures thoroughly.
4. Scroll to the bottom of the page and complete the online registration.
5. Please verify all information is up to date if you are re-registering. This includes suit and shirt size as well as your account information. Shirts and suits will be ordered by 8/25.
 - a. Make sure you have entered the correct suit and shirt size. There are no refunds or exchanges for entering the incorrect size.
6. **Bulk payments for a season:** These should be made with Cash or Check made out to the Asheville School. (All payments of more than \$500 should be made with a check.) Bulk payments are non-refundable.

Key Dates

- **Registration for Returning Members:** Open July 12th - 19th
- **Registration for New and Returning Members:** Begins July 19th.
- **First Practice 2021-2022:** August 25th
- **Parent Zoom Meeting:** August 30th, 6pm
- **Bulk payment options are due by August 30th.** This is non-refundable and includes a discount for the year. This should be paid with a check. International athletes should pay with a CC via our online registration system.
- **Required Documents for Membership:** Due September 1st.
- **Officiating Course:** September 14th in the Hunt Room at the Asheville School
- **Short Course Meet Withdrawal Deadline:** September 15th
- **Long Course Meet Withdrawal Deadline:** April 15th

DOCUMENTS REQUIRED FOR MEMBERSHIP

- *New Athletes*
 - [Proof of Age Form, available on the team website.](#)
 - Allergies/Medical Condition - let coaches know if your athlete has a specific food allergy or medical condition.
 - Safe Sport Training: Course Completion Certificate for 12 and older athletes
- *Returning Athletes*
 - Required Safe Sport Training: Course Completion Certificate for athletes 12 and older.

Membership Policies and Dues

Group	Bulk Payment Calendar Year	Monthly Installments
Blues Elite	\$2,516	\$228
Asheville School Boarders: Blues Elite (AS School Year)	\$1,832	\$228
Blues III	\$2,035	\$185
Asheville School Boarders Blues III (AS School Year)	\$1,464	\$185
Blues II	\$2,035	\$185
Blues Bridge	-	\$155
Blues I	-	\$130
Registration Fee: All Members	\$210 Annual	Due at registration

By registering with Blues Aquatics Asheville, you are committing to the team and we are committing to you. By signing up for a season, you are agreeing to commit to the team for the duration of the season. Our seasons run from August 25th - March 31st (SCY) and April 1st - August 30th (LCM).

By joining Blues Aquatics Asheville, you agree to the payment of monthly dues for a period of time specific for the season, Short Course or Long Course. Monthly installments should be viewed as a payment plan for the season, rather than month to month memberships.

Should you choose to discontinue enrollment with the team during either season, the remaining balance for the season is required to be paid in full, as well as any outstanding meet fees. Accounts with egregious balances will go to the Asheville School's collections department.

Having a credit or debit card on file is required for membership. All accounts should utilize the AutoPay function of the team's TeamUnify website. Once your registration is approved, you will be responsible for making sure the AutoPay portion of your account is established. If your family does not opt to use auto-pay, it is required that we have a credit card on file.

Registration fee is due annually. This fee covers the cost of a shirt, cap suit, USA Swimming membership, NC Swimming membership, administrative and processing fees. This fee is due along with your first payment. Make sure you have entered the correct suit and shirt size during registration or during shirt and suit orders. There are no refunds or exchanges for entering the incorrect size.

All monthly installments are due on the 1st of each month. These fees are paid through our online payment system. This includes meet fees for athletes that have paid in full for the season. Account balances can be seen on your TeamUnify account at any point. Outstanding balances will be charged to the payment method on file on the first of each month. If a swimmer participates one time during the month, dues are payable for the entire month.

Bulk payments are non-refundable. These payments include a discount on training fees for the calendar year. This amount does not include meet fees.

Any dues not paid by the 15th are considered past due. Past due accounts will be fined \$20 on the 15th of the month at 11:59pm.

Other Fees: Items including, USA and NC Swimming meet fees, coaches travel, or other items are separate from monthly training fees. These expenses will be added to your account as they occur.

Accounts more than 30 days past due will be suspended. Swimmers of these accounts will not be allowed to practice or participate in any team related functions until the account is up to date.

Returning athletes must have \$0 account balance before being accepted on the team for the new season.

Meet Fees will be invoiced in each month they occur and will be charged with all other recurring charges. For meets that require coaches travel, there is a \$15 Travel Fee per travel meet. Home meets are required of all BAQ athletes. All Families will be billed for all home meets in the month that they occur.

Accounts with outstanding balances may be prohibited from a competition.

Multiple athlete discount: For families with multiple swimmers, there will be a 5% discount applied on each additional athlete after the first on training fees.

Late Fees: All accounts with an outstanding balance after the 15th of each month will be automatically charged a \$20 late fee.

Parents that become USA Swimming officials will not have meet fees for BAQ hosted meets in which they officiate. BAQ needs officials in order to be able to host local competitions. To become a USA Swimming Official, parents must complete all requirements of the USA Swimming Officials Apprenticeship Program. BAQ's first official training will be September 15th.

Asheville School Boarders and Students: Blues Aquatics Asheville is a USA Swim Club that operates independently of the Asheville School. Asheville School students train with Blues Aquatics Asheville as part of Asheville School's Exceptional Swimming program. These students train as a part of the Blues Aquatics Asheville at the Ambler Pool and represent BAQ at USA Swimming swim meets. Asheville School boarders follow all policies laid out in the Blues Aquatics Asheville Team Handbook. Dues for Blues Aquatics Asheville are separate from dues to the Asheville School.

EARLY TERMINATION AND WITHDRAWAL

Athletes register for the team with the expectation that they will compete for the entirety of a season. Early Termination is the withdrawal of the athlete prior to the end of a season.

Early termination can occur without penalty under the following circumstances:	Early termination will occur with penalty including but not limited to the following circumstances:
Moving out of the area	Vacation
Severe injury or illness	Switching sports mid season that result in withdrawal from team
Family emergencies	Switching teams or stopping for no reason.

Should you choose to discontinue enrollment with the team in the middle of a season Short Course (SCY) or Long Course (LCM), the remaining balance for the season is required to be paid in full, as well as any outstanding meet fees. Requests for early withdrawal must be submitted in writing to both Sarah Bednar Bednars@ashevilleschool.org and Charlie McCanless mccanlessc@ashevilleschool.org 30 days prior to withdrawal. Verbal notices to coaches or other club officials will NOT be accepted. If needed, these accounts will be sent to the Asheville School's collections department for collection. **No fees will be refunded in the case of expulsion or suspension.**

ACCOUNT HOLDER PRIVACY POLICY

Financial officers will only discuss the account status and business transactions with the primary account holder. Payments may be accepted toward an account by another individual with the permission of the account holder. Information regarding account status may be discussed with but is not limited to, the primary account holder, Business Manager, Head Coach, Accountants Office. Account status confidentiality will be maintained.

SWIM MEET POLICIES AND PROCEDURES

Swim Meets are a critical part of the Blues Aquatics Asheville experience. All athletes, in all groups, are required to attend and compete at swim meets. They are our “games” and the place for team members to see their hard work pay off, develop the competitors mindset, and enjoy the spirit and energy that comes with being a part of a team. Blues I athletes compete in regional meets about once per quarter, Blues II, Blues III, and Blues Elite athletes compete approximately once per month at various locations. Families should plan to keep meet weekends free.

Meet Entry Process: Upon registration for Blues Aquatics Asheville, all athletes are automatically entered in each meet appropriate for their designated practice group. Athletes on Blues Aquatics Asheville are expected to attend meets. **Should an athlete need to withdraw from a swim meet, they must do so by the season’s meet withdrawal deadline.**

- The meet withdrawal deadlines are September 15th for the Short Course season and April 15th for the Long Course season.
- Athletes may withdraw from the meet in whole or in part. If you can only attend one day of a meet, please make sure to include that in the Notes Section of a specific event before the Withdrawal Deadline.
- Athletes that are entered in a meet are expected to attend the meet. Athletes that withdraw from a meet AFTER the withdrawal deadline will be billed for the meet as if they were participating.
- Use the OnDeck app or the Team Website to confirm meet details or withdraw your athlete before the registration deadline..
- Please keep swim meet weekends free.
- Make sure to read the meet announcements on the Blues Aquatics Asheville Event page of the website.
- Specific event information will be sent out as soon as it is received from the meet host, typically two to three weeks leading up to the meet via email. Specific event information includes showtimes, warm up lane assignments, heat sheets, specific facility rules, uniform and other information.

Specific Event Registration: Coaches will work with your athlete and enter them in appropriate events for competition. Parents and/or athletes should not select events. Parents should confirm the appropriate sessions that their family will be attending prior to the Withdrawal Deadline.

Preparation: All athletes attending a meet must participate in practices the week leading up to the meet. Parents should not have their athletes “rest” by taking days off leading up to a meet. These practices are vital in the preparation process for BAQ athletes and built into the training plan.

Meet Conduct: Athletes entered in a meet after the registration deadline are expected to participate at the meet in all events in which they are entered.

- In the event of an injury, illness, or family emergency that requires an early departure, parents should communicate with a coach the reason for departure.
- Athletes that leave a session early without coach approval will be fined \$20 per session.
- Athletes are to only wear Blues Aquatics Asheville team apparel at meets. Shirts, caps, suits, warm-ups.
- Athletes that do not show up for a session and do not communicate their absence with a coach, or “No Show” will be fined \$20 per session A “No Show” in a finals session will result in a \$100 fine per race.

Championship Meets and Qualifying Time Standard Meets. Athletes are to participate in the highest level meet for which they qualify. Our Championship Meets are NCS Age Group Champs, NCS Senior Champs, Senior Sectionals, Futures, Winter Junior Nationals, Summer Nationals and the Olympic Trials.

- 14 and Under athletes must have at least 3 (three) NCS State Championship Time Standards to participate in NCS State Championships
- **Prelims/Finals** - athletes that qualify for finals are expected to participate in finals.
- Senior athletes will work with their coach to determine the appropriate end of season championship meet schedule.

Team Travel: Information about team travel will be issued along with specific meet information.

- **Asheville School Suburbans for Travel:** If needed for team travel, including Asheville School Boarders, Blues Aquatics Asheville will drive a suburban to swim and from swim meets. Parents will be required to fill out the athlete travel form for each meet in which their athlete needs travel arrangements. Parents must notify Coach Charlie mccanlessc@ashevilleschool.org and Coach Sarah bednars@ashevilleschool.org to coordinate travel arrangements for meets a minimum of three weeks prior to the start of competition.
- Blues Aquatics Asheville coaches do not book hotel, travel, airfare, or book other travel accommodations for members.

As a general rule, the day after a swim meet will be an OFF day for all coaches and athletes for all athletes and members on Blues Aquatics Asheville.

MEET SCHEDULE

<u>Dates</u>	<u>Meet Name</u>	<u>Location</u>	<u>Athletes</u>	<u>Notes</u>
9/25-9/26	Ambler Invite	Asheville School	All athletes, all groups	Unofficial meet, kick off to the season. Volunteers will be needed.
10/23-10/24	BAQ Mountain Invite	Buncombe County Pool, Asheville, NC	All athletes, All groups	Timed Finals, Volunteers will be required
11/13-11/15	TAC Titans Big Southern Classic	TAC, Cary, NC	Blues II, Blues III, Blues Elite	Prelims/Finals
Wed 12/8-Sat 12/12	Winter Junior Nationals East	TBD	Qualified Athletes	Prelims/Finals. Please plan exams accordingly.
12/18-12/19	Blues Aquatics Asheville Wintry Mix	Asheville School	All athletes, all groups	Timed Finals. Volunteers will be required.
1/14-1/16	Titans Polar Bear Plunge	TAC, Cary, NC	Blues II, Blues III, and Blues Elite	Distance races Friday, Prelims/Finals format Sat/Sun.
1/22-1/23	BAQ Just another Chance for Champs	Asheville School	All athletes, all groups	Timed Finals. Volunteers will be required.
2/17-2/20	NCS Age Group Champs	GAC, Greensboro, NC	Qualified 14 and Under Athletes only	Distance races Thursday, Prelims/Finals Fri-Sun.
2/24-2/27	NCS Senior Champs	GAC, Greensboro, NC	Qualified 15 and older athletes	This meet is for qualified athletes only. <i>Asheville School students will be attending Easterns.</i>
3/10-3/13	ESSZ Senior Sectionals	TAC, Cary, NC	Qualified 15 and Older athletes only.	Distance races Thursday, Prelims/Finals Fri-Sun.
3/26-3/27	Mountain Invite hosted by BAQ	Buncombe County Pool, Asheville, NC	All athletes, all groups	Timed Finals, Volunteers will be required.

TEAM COMMUNICATION POLICIES

Blues Aquatics Asheville coaches work to communicate all information you need for you and your swimmer to be in the know, have a good experience, and be excited about the program and all the opportunities we offer. There are several critical paths that coaches can communicate with you, aside from direct face to face communications and interactions:

- You will receive emails from your child's lead coach that are your primary source of information. Please read them carefully when they arrive.
- You will also receive team emails to help keep you informed on Blues Aquatics Asheville opportunities and items of interest.
- We encourage you to stay engaged with Blues Aquatics Asheville by using our website and the OnDeck App.
- Interact with us on social media. Blues Aquatics Asheville has an active presence on Instagram (@bluesaquaticsasheville) and Facebook.

Guidelines for Communicating with your Coach We encourage you to communicate with your coach. It is important that parents and athletes learn how to ask questions and be engaged in the process to become a better swimmer and develop a relationship with the coaching staff. When you have a specific question or concern regarding your swimmer, go directly to your swimmer's lead coach. Most questions are answered quickly at this level. Coach Courtney is the primary contact for Blues I, Blues Bridge and Blues II parents and athletes. Coach Charlie is the primary contact for Blues III and Blues Elite parents and athletes.

If you need additional help, please reach out to the Head Coach. Staff roles, email addresses and phone numbers are available on the website and attached to this document.

To contact a coach you may email, text or call. Please use the following guidelines for communication:

- **Email:** For questions that are logistical in nature and specific to your swimmer(s) such as practice time, missing practices, attending meets, etc. or if you would like to set up a meeting with a coach.
 - Emails will be answered within one business day.
 - Emails received over a meet weekend will be replied to no later than Tuesday after the meet. Mondays after a meet are typically OFF days for coaches and athletes
- **Phone Call:** If you need to schedule a phone call, please do so via email.
- **Texts:** Texting should be reserved for meet related, urgent matters. You may not receive a text back unless it is a quick question that only needs a short response. Texts must follow all Safe Sport guidelines listed in this handbook.
- **Please remember to respect your coach's personal time.** Texts or phone calls will not be answered on days or times that coaches are not working.

OTHER TEAM POLICIES

In registering and joining Blues Aquatics Asheville, you and your athlete are agreeing to all team policies. Blues Aquatics Asheville and Asheville School reserves the right to deny or revoke any membership if any of the following policies are violated. All details of each policy can be read on the Blues Aquatics Asheville website. www.BluesAquatics.com and are also listed below. In signing up for the team, you are agreeing to all policies laid out in the 2021-2022 Blues Aquatics Asheville Team Handbook.

- Release of Liability
- Media Release
- Athlete Code of Conduct
- Parent Code of Conduct
- Electronic Communication Policy
- USA Minor Athlete Abuse Prevention Policies and Safe Sport Guidelines
- Drugs and Alcohol Policy
- Communication Expectation Policy
- Safe Sport Policy and Bullying Action Plan

Release of Liability

In joining Blues Aquatics Asheville, all parents or guardians hereby releases Blues Aquatics Asheville and Asheville School, its employees, officers, directors and volunteers and any facility used by Blues Aquatics Asheville from any liability arising out of any injury to the swimmer(s) which may occur while the swimmer(s) is/are participating in the Blues Aquatics program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the swimmer(s) is/are using facilities owned, leased or used by Blues Aquatics. Parents or guardians acknowledge that a medical professional has authorized my child(ren)'s participation in Blues Aquatics programs.

Media Release

In joining Blues Aquatics Asheville, I hereby authorize Blues Aquatics Asheville to use photographs and/or video of me, my child(ren), and/or my property and authorize the club and its assignees, licensees, legal representatives and transferees to use and to publish (with or without my name, child/children name(s), company name, or with a fictitious name) photographs, pictures, portraits or images herein described in any and all forms of media and in all manners including composite images or distorted representations and for the purposes of publicity, illustration, commercial art, advertising, publishing (including publishing in electronic form or internet websites), for any product or services, or other lawful uses as may be determined by Blues Aquatics Asheville for as long a time period as Blues Aquatics Asheville determines the usage thereof is necessary. I further waive any and all rights to review or approve any uses of the images, any written copy or finished product.

Medical Release Waiver

In joining Blues Aquatics Asheville, I certify that I am the parent or legal guardian for my child(ren). In joining Blues Aquatics Asheville, I hereby give my permission for any supervisor, coach or other team administrator associated with the **Blues Aquatics** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

In joining Blues Aquatics Asheville, I hereby waive, release and forever discharge **Blues Aquatics Asheville** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Blues Aquatics Asheville** activities, whether or not damages or loss is due to negligence. In joining Blues Aquatics Asheville, I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

ATHLETE AND PARENT CODE OF CONDUCT

Athlete Code of Conduct

1. All Blues Aquatics athletes are to treat all teammates, opponents, officials, parents, coaches, timers, and meet representatives with the highest level of respect. Blues Aquatics swimmers are to be known for their sportsmanship, proper meet and practice etiquette, and leadership.
2. All Blues Aquatics athletes are to be encouraging of their peers and teammates, participate in team cheers, and assist their younger/less experienced teammate.
3. Athletes are to be *punctual* and *prepared* for every practice or training session. *Punctual* means that all swimmers should be either in a suit and goggles ready to dive in or wearing appropriate dryland attire when practice begins. *Prepared* swimmers are athletes that are ready to work and have all necessary practice equipment. If at a meet, prepared swimmers have the correct competition uniform - team shirt, team cap, and team suit, all of the correct size and not excessively worn.
4. Swimmers will arrive at meets dressed in the correct team uniform. Athletes not wearing the correct team uniform may be scratched from the meet.
5. Swimmers will attend practices consistently and meet practice attendance requirements. Swimmers will attend all team meetings.
6. All swimmers must arrive 15 minutes before the start of scheduled meet warm-ups and be prepared to swim at the start of warmups. If a swimmer will be late to warm-ups, or not attending a session, the Coach on Duty must be called in advance. Swimmers arriving after the start of warm-up are subject to being scratched from the meet.
7. When wearing any item representing Blues Aquatics, the athlete will remember that their actions and words reflect on the team.
8. When an athlete is representing North Carolina Swimming in any event (i.e. Zones), the swimmer should uphold this Code of Conduct, remembering that their actions and words reflect on the team.
9. Coaches may dismiss a swimmer from Blues Aquatics related activities if he or she disrupts or limits the performance of another swimmer in practice or at meets.
10. Team areas at meets and practice are to be kept neat and all trash should be handled appropriately. Swimmers must clean up after themselves. Coaches and parents will not take on this responsibility.
11. No loud or boisterous behavior will be tolerated in the hallways, public areas, or on pool deck at meets or at our practice facilities.
12. In a preliminary/final competition, swimmers who qualify for finals are expected to participate in the finals session.
13. Questions swimmers have concerning meet results, an officiating call, or the conduct of the meet should be directed to a Blues Aquatics coach. The coach(s) will then pursue the matter through all appropriate channels.
14. No swimmer will physically assault a teammate, opponent, parent or coach.
15. Verbal violence and/or disrespect will not be tolerated from any swimmer.
16. The consumption or purchase of alcohol, cigarettes, vape pens, chewing tobacco, or use of any illegal drug or substance of any kind will not be allowed. Any team member found or suspected to be in possession of or partaking in any of the above activities will be subject to suspension and/or expulsion from Blues Aquatics.
17. If an incident takes place outside the jurisdiction of Blues Aquatics (practice facilities, swim meets, or other team functions) that poses a detriment to other athletes or causes harm to

team unity on Blues Aquatics premises, any individual or individuals involved in that incident will become subject to consequences laid out in the Blues Aquatics Code of Conduct.

18. Violations of rules laid out by the code of conduct while on a travel trip will result in the athlete being sent home from the meet at their family's expense.

Parent Code of Conduct

1. All parents must remember that the coaching staff has the final say on all team matters. This includes but is not limited to, training plans, practice group placement, event entries, meet schedule, relay order, discipline, etc.
2. Parents are expected to treat all athletes, fellow parents, officials and meet volunteers with the highest level of respect.
3. Parents are never allowed to speak for the Head Coach, or any other team staff, unless designated to do so.
4. Parents will bring their athlete(s) to the required practices on time and keep track of any practice schedule changes.
5. Parents will pick up their athletes no more than 15 minutes after the end of practice
6. Parents will respond in a timely fashion to requests from the coaches regarding team related activities such as meet commitments, practice group changes, practice schedule changes, swimmer issues, etc.
7. At meets, parents will not attempt to engage the coach(s) in discussion of issues not pertaining to the meet itself.
8. Parents are responsible for keeping track of upcoming meets and their athlete's meet schedule. Changes in meet schedule due to unforeseen family obligations need to be relayed to the coach(s) in a timely fashion.
9. When wearing any item representing the team, parents should remember that their actions and words reflect on the team.
10. Questions swimmers have concerning meet results, an officiating call, or the conduct of the meet should be directed to a coach. The coach(s) will then pursue the matter through all appropriate channels.
11. No parent will physically assault a teammate, opponent, parent or coach.
12. Verbal violence and/or disrespect will never be tolerated from any parent.
13. The consumption or purchase of alcohol, cigarettes, chewing tobacco, or use of any illegal drug or substance of any kind will not be allowed. Any parent member found or suspected to be in possession of or partaking in any of the above activities at any team related event will be subject to suspension and/or expulsion from the team.
14. Any violation of this code will result in a response that could be verbal or written and may result in probation, or temporary/permanent suspension.

Athlete and Parent Code Conduct Violation Policy: In the event of serious code of conduct offenses, the following policy will be in effect:

- a. 1st offense: Sit down meeting with Coach, Parent, and Athlete to discuss the event. Athletes will not be allowed back at practice until the meeting takes place.
- b. 2nd offense: Athlete is suspended from the team for two weeks.
- c. 3rd offense: Athlete is suspended from the team for the remainder of the season.
- d. ***Families are subject to all dues during the suspension period.***

USA Swimming Safe Sport and the Minor Athlete Abuse Prevention Policy

WHAT IS SAFE SPORT? The U.S. Center for SafeSport is an independent, nonprofit organization committed to ending all forms of abuse in sports. This includes bullying, harassment, hazing, physical abuse, emotional abuse, and sexual misconduct and abuse. SafeSport requires all USA Swimming club members to have certain policies in place to ensure the team members and staff are informed of and follow the proper procedures in place for the club. The Safe Sport goal is to foster a fun, healthy, and safe environment all while preventing and responding to abuse and misconduct.



All member clubs are required to comply and implement USA Swimming's Minor Athlete Abuse Prevention Policy. Please read this information CAREFULLY as it pertains to athlete safety and contains important policy changes. The Minor Athlete Abuse Prevention Policy changes pertain to team operations in a few key areas:

- **Applicable Adults** - Athlete members and non-member athletes ages 18 and older.
- **One on One Interactions**
- **Communication** - Social Media, Email, Phone Conversations, and Text Messages
- **Team Travel:** This includes travel to and from all team-related activities.
- **[USA Swimming Athlete Protection Training:](#)** All athlete members aged 18 and older. All non-athlete members ages 18 and older must take the training.
 - IF YOU ARE AN 18 AND OLDER ATHLETE, YOU ARE AN APPLICABLE ADULT AND YOU MUST TAKE THE TRAINING. No exceptions.
 - Applicable adults that do not take the training will become ineligible to participate with USA Swimming and Blues Aquatics. All practice and competitions will cease until you have completed the training.
 - Once completed, please email Coach Charlie and Coach Sarah your certificate of completion.

Applicable Adults: Who are Applicable Adults?

- All USA Swimming non-athlete members and adult athlete members; ● Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.
- **Athlete Protection Training:** All athlete members ages 18 and up must take Athlete Protection Training. All non-athlete members must take the training. [Athlete Protection Training is located here.](#) Once completed, please email Coach Charlie your certificate of completion.

One on One Interactions

Observable and Interruptible: One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) will occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances. Meetings: Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.

- In the event that a one-on-one meeting takes place, the door to the room will remain unlocked and open. If available, the meeting will occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- Meetings will not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.
- Meetings with Mental Health Care Professionals and/or Health Care Providers: If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - The door remains unlocked;
 - Another adult is present at the facility;
 - The other adult is advised that a closed-door meeting is occurring; and
 - Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.
- **Individual Training Sessions:** Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians should observe the training session.

Communication

- **Content:** All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- **Open and Transparent:** Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete’s legal guardian will be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult will copy the minor athlete’s legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- **Requests to Discontinue:** Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. Blues Aquatics and the Asheville School will abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- **Prohibited Electronic Communication:** Applicable Adults with authority over minor athletes will NEVER maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” the club and/or LSC’s official page.
 - Applicable Adults with authority over minor athletes will NEVER send private, instant or direct messages to a minor athlete through social media platforms.

TEAM TRAVEL

Local Travel: Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s). Carpool drivers are considered applicable adults.

- Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle unless otherwise agreed to in writing by the minor athlete's legal guardian.
- Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

LOCKER ROOMS AND CHANGING AREAS

- **Requirement to Use Locker Room or Changing Area:** The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- **Use of Recording Devices:** Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- **Undress:** An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- **One-on-One Interactions:** Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- **Monitoring:** The club will regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with the above policies. Locker rooms and changing areas may be monitored by use of the following methods:
 - Conducting a sweep of the locker room or changing area before athletes arrive.
 - Posting staff directly outside the locker room or changing area during periods of use.
 - Leaving the doors open when adequate privacy is still possible and/or
 - Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - **Legal Guardians in Locker Rooms or Changing Areas:** Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

Safe Sport Policy and Bullying Action Plan

Bullying is prohibited. For the purposes of the Code of Conduct, the term “Bullying” shall mean, regardless of when or where it may occur, the severe or repeated use by one or more team 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 swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

Bullying Remedies:

- **1st Instance** – Immediate meeting with the athlete. A Subsequent meeting with parent(s) of athlete, and discussion on how to stop this from occurring in the future; written documentation from all parties as to the nature of the bullying.
- **2nd Instance** – Immediate 2 week suspension from ALL team activities. Written report of incident from all parties, along with the report being placed in the athlete’s personal file.
- **3rd Instance** – Immediate permanent removal from ALL team activities. Athlete and parents will be notified via email, phone, and/or postal mail of the removal. A formal hearing will be set to discuss the reinstatement of the athlete. The hearing will be held with the parents, athlete, executive board members and the Head Coach.

This policy shall be in effect immediately, and will remain in effect until the Asheville School deems unnecessary.

This policy is in addition to the Code of Conduct policies already established by Blues Aquatics Asheville .

Drugs and Alcohol Policy

Blues Aquatics Asheville recognizes that parents are the first and most important teachers of their children with regard to the use of alcohol, drugs, and tobacco / vaping products and that parents are primarily responsible for their children's behavior in these matters. However, it is Blues Aquatics' organizational policy that any behavior that could bring discredit to the club is a legitimate cause of concern and falls within the purview of club review.

Blues Aquatics is a competitive swimming organization committed to excellence at all levels. The club expects that all of its swimmers abstain from the illegal use of drugs and alcoholic beverages and the use of tobacco (including vape) products. The club will maintain a wholesome and safe environment in which swimmers can develop their athletic potential and grow into mature young adults.

To these ends, the club has adopted the following policies:

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

Penalties/Consequences for Violations

Registered Blues Aquatics members acknowledge receipt of and commitment to the Drug, Alcohol and Tobacco Policy. Adherence to the policy and the penalties below are necessary to maintain membership at Blues Aquatics.

1. If the head coach determines that a swimmer has or may have violated the policies listed above, the head coach will determine the penalty/consequences for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequences for a violation of team policies will be at the discretion of the head coach. The penalties or consequences may include, but are not limited to one or more of the following:
 - a. Counseling by the coach or designee
 - b. Community Service
 - c. Restriction from team trips and/or swim meets
 - d. Loss of privileges
 - e. Probation
 - f. Suspension
 - g. Dismissal from the club
2. In addition to any penalty imposed, a swimmer who is found to have violated a team policy relating to the use or possession of drugs or alcoholic beverages may be required to have an assessment to determine their risk for chemical dependency as a condition for remaining in the club. Upon request, Blues Aquatics will provide a list of assessing agencies from which the swimmer may choose. If a substance abuse problem is identified by an assessing agency, the swimmer must successfully complete the treatment program recommended by the agency as a condition of remaining in the club. Any costs associated with the requirements outlined in this paragraph will be borne by the swimmer and his/her parent(s) or legal guardian.
3. When the head coach determines a swimmer has violated a team policy that requires a penalty/consequence beyond counseling by the coach or designee, the head coach shall report such violation and the penalty/consequence as soon as possible to the Team Directors. In those situations that call for a penalty/consequence beyond counseling by the coach or designee, the head coach shall also create and maintain a written record of the violation and penalty/consequence in each case.
4. In the event of suspension or dismissal, a swimmer, his parents or legal guardian may appeal the decision with the Blues Aquatics Advisory Board. The swimmer and his parents or legal guardian shall have the right to appear before the Team Directors to argue against the suspension or dismissal and may have, at their election, an additional person appear with them to represent their interests. The Team Directors may affirm, modify, or reverse the action of the head coach. While appeal is pending, the suspension or dismissal will be stayed.
5. If a swimmer is suspended from the club, there will be no refund or abatement of dues for the period of suspension. If the swimmer is dismissed from the club, the contract between Blues Aquatics and the swimmer's parent or legal guardian will terminate on the date the dismissal becomes effective. However, the parent or guardian will be liable for the dues and fees incurred up to the effective date of the dismissal and for the remainder of the season.

Helping Swimmers Is Our First Priority

If a swimmer is concerned about his/her own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidently with a coach. A swimmer who voluntarily discloses to a coach his/her involvement with drugs and alcohol will not be charged with a violation of the team policy as a result of such disclosure. The swimmer will be referred to substance abuse counseling or treatment at his/her own cost. Blues Aquatics recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality is upheld and that the privacy of those involved will be maintained and respected.

USA Swimming and Blues Aquatics Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

USA Swimming, Inc. and the Asheville School, and Blues Aquatics, cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to participate in a USA Swimming event. Participation with Blues Aquatics Asheville is of such value to me and/or to my children that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate.

WAIVER OF LAWSUIT/LIABILITY: I, on behalf of myself, my heirs, assigns, and personal representatives, hereby forever release and waive my right to bring suit or any claim(s) against USA Swimming, Inc., Blues Aquatics, and the Asheville School and its officers, director, managers, officials, agents, employees or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to participating with Blues Aquatics. I understand this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claims I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW/SEVERABILITY: I understand and agree that the law of the State of North Carolina will apply to this contract. I further acknowledge that THIS CONTRACT IS INTENDED TO BE FULLY SEVERABLE, and that if any portion of this contract is held invalid, it is agreed that the balance the contract shall continue in full legal force and effect. That shall include modifying the contract to allow the remainder of claims to be waived and released in the event that the inclusion of any particular type of claim is found to be invalid or contrary to public policy.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.