



BELMONT AQUATIC TEAM

2019-2020 Handbook

Dear BAT Parents,

The team handbook serves as a guide to new swim parents.

It is a set of guidelines in which parents and athletes can follow in order to optimize their time and energy spent at BAT—whether in the water or on deck.

We are built to thrive, flourish, connect, and grow—absorbing obstacles and adapting in the face of adversity.

In short, to excel!

Hopefully this handbook will help you do just that.

It is an evolving document and we encourage your input and feedback.

Sincerely,

The BAT Board

“The purpose of competitive swimming extends beyond developing Olympians and elite athletes. It is not just about the times and the “hardware.” The sport can serve as a vehicle of transformation and self-actualization—creating strong citizens who embody courage, conscientiousness, grit, patience, and persistence coupled with self-awareness and countless other virtues in order to effectively serve something that is life-affirming and larger than themselves.

And have fun while doing it.”

Bobby Yribarren, Head Coach
Belmont Aquatic Team (BAT)

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BAT Philosophy

BAT is a coach-run program that is governed by a Board of Directors comprised of parents of current and past team members. The board meets monthly and welcomes attendance and input from all team parents. Additionally, various committees are made up of parent volunteers. Open and effective parent participation is crucial to the success of the team and we encourage you to get involved.

BAT's Board of Directors believes that the team can provide a comprehensive training program to swimmers of varying levels of ability and commitment. The team welcomes both the cellist in the Middle School orchestra who also loves to swim and wants to maintain basic fitness alongside the swimmer who wholly devotes herself to the sport with the intention of thriving on the Division-1 athletic stage and beyond.

At BAT, we put the FUN in fundamentals. Practices focus on quality over quantity and embody Muhammed Ali's proclamation "Small things, all things." BAT balances the fundamentals of sound stroke technique and aerobic conditioning in order to achieve optimal strength and endurance. With proper mechanics, nutrition, and recovery injury is entirely preventable. Training goes beyond the body—even as it starts and ends there. We seek to develop the whole swimmer so they may feel prepared to face any challenge.

Parent Board Members 2019-2020

President:	Ron Creamer	ron@501cambridge.com
Secretary	_____	_____
Treasurer	Fiona McCubin	fionamccubbin@yahoo.com
Registration	Kimiko Smyth	kimikosmyth@yahoo.com
Equipment Manager	Grethel Busot	gybusot@gmail.com
Special Events	_____	_____

COACHES

Head Coach	Bobby Yribarren	b.yribarren@live.com
Age Group	Lulu Emmons	lulu.emmons@gmail.com
Age Group		—
Yoga Instructor	Kim Dargon	ksbarger@gmail.com

Website ***www.BelmontAquatics.org***

General

USA Swimming

Every swimmer must be a registered member of USA-Swimming. Coach Bobby and the registration chair ensure this process is complete. This provides liability insurance and the opportunity to compete at USA-S meets.

Registration

The Belmont Aquatic Team is a year-round club swim program comprised of two seasons:

- ✓ **Short Course (September – March)**
Short Course Registration begins in August for returning swimmers. Returning swimmers are current BAT members. If space is available, registration will open to new members.
- ✓ **Long Course (April – July)**
Long Course Registration begins in February. Registration will be open to returning swimmers first and then to new members, if space is available.

A non-refundable registration fee will be charged at the time of registration. Tuition fees will be charged by automatic payment at the start of the season. You can choose to Pay in Full, in three payments, or in monthly installments.

Tuition refunds will only be given for a period of two weeks after the date of registration with consent of the coach. After two weeks, release from your financial commitment will only occur in the case of illness or injury accompanied by a note from a physician.

The Belmont Aquatics Team offers a 10% siblings discount on tuition. Belmont High School swimmers will also receive a discount.

All payments must be paid with a credit card.

Required Equipment

- ✓ Each swimmer must have a team swim cap, team swimsuit, warm-up suit, and a t-shirt. All team apparel can be ordered through the Equipment Manager. We are currently an Arena team. Suit fittings are announced early on in the season. Optional personalized swim bags are available as well.
- ✓ At practice, swimmers 11 and under must have cap (not team cap), goggles, practice suit (not team suit), water bottle, and long uncut fins. All non-Blue swimmers must also have snorkels and pull buoy.
- ✓ For drylands, swimmers must always carry with them fitness sneakers, comfortable clothes (no jeans or skirts), and anything else they might need to work out of the pool (inhaler, knee braces, etc.).

Communication

Being a swimmer is more than just about swimming laps again and again. And again! Time well spent at the pool carries over into all areas of life. The reverse is also true. We do not want academic or social issues to fester and get in the way of growth. We strive to be transparent with how we coach and do what we think is best for each student-athlete as they come.

Coaches

Our main form of communication is through email. Please check your inbox for weekly “Monday Matters.” This will cover upcoming competitions, schedule changes, and set the pace for the coming week.

Emails will also be sent out regarding last minute changes, event reminders, and other team functions. You can also check on the General team calendar under the “Group Calendars” tab on TeamUnify. FB will also be utilized to post content that (hopefully) inspires and educates parents and their swimmers.

Appropriate Forms of Communication

The coaches want to hear what you have to say. We ask, however, that parents remain off the deck until practice is complete--unless it is an emergency that requires immediate attention and cannot wait until after practice. The coaches have your children’s best interest at heart; we ask that you trust our judgment. *Please be sure to refer to the Electronic Communication Policy of the team as sanctioned by USA-Swimming (USA-S); this outlines in detail the appropriate forms of team communication.*

Team Website

All of the coaches’ emails are listed on TeamUnify. We are happy to answer your questions and concerns that you may have. Please do not hesitate to reach out.

Keep Coaches in the Loop

Let us know if there is anything going on outside of swimming that might affect your child’s performance at practice—the other 21 hours a day they are not under our direction. It helps us know when to push and when to pull and how best to serve each individual swimmer and move the team along.

Meets

Meet Fees

Meet fees are non-refundable. **Once meet entries are submitted, fees cannot be refunded for scratched swimmers.** The Belmont Aquatics Team will pay these fees upfront and you will be charged for your swimmer's fees after the meet. The fees will be charged to the credit card you have on file with the team. **When you commit to the meet, you are committing to pay the fees.**

Meet fees vary. Event fees range from \$4.00-\$6.00 per event. In addition, meets charge a participation fee which range between \$5.00-\$11.00. These fees increase for championship level meets.

Long Course vs. Short Course: Expectations for the Season

BAT athletes are expected to attend at least one meet a month. We ask that you sign them up for all meet sessions (for their appropriate age group) instead of just choosing one day out of the weekend. This is an important part of the process.

We understand that busy families have many commitments, but it is important that the swimmers compete in a variety of events and achieve official times. Fridays evening sessions are often distant events. Don't be afraid to go the distance! It is critical that every swimmer swim every event over the course of the season.

This builds confidence and gives coaches more to work with moving forward.

Short Course season runs from mid-September to mid-February. There is a short break, then Long Course season begins in early March through the month of July. We highly encourage swimmers to attend practice through both seasons if they are able. This will ensure that they do not lose the level of fitness they have achieved all season long and will give them a slight edge over those who go on vacation or summer camp.

- ***When and How to Sign Up (Step by Step Instructions – see Page 9)***
All communication about meets will be sent to you via Coach Bobby and BAT's Team Unify email.
IMPORTANT The deadlines for committing to meets is much sooner than the actual meet itself, so please be aware of deadlines if you want your child to be in as many meets as possible, especially early on in the season.
- ***Which ones to sign up for***
We encourage you to sign up for any and all meets that you are able to attend that offer events in your child's age group. The more experience your child has at swim meets the more she will learn how to race and what she can do to improve. Swim meets can be way more than practice!

- *Does my child need to qualify for meets?*

The majority of meets we participate in are open to all levels and age groups. Meets that are open only to those who qualify will be marked as *Qualifying* on the BAT website. Should your child be eligible for one of these meets, they will have previously qualified at a prior meet; their times will automatically be available. All you need to do in these events is commit during the sessions you are able to attend, and the coaches will sign your child up for the qualified events.

- *What Events They Swim and Who Chooses These Events*

Events are chosen by the Coaches. The Belmont Aquatics Team believes in flexibility, adaptability, and resilience. Until they reach their mid-to-late teens, swimmers excel most when training in every stroke and for every distance. 10&Unders should be prepared to successfully swim a 200F and 200IM, while everyone else has the foundation to successfully race the 500F and 400IM.

This mindset is reflected in the events they swim at meets, **which can be selected by parents but whose final decision lies at the discretion of the coaches.** We are thrilled when a swimmer has a special interest in a certain event or stroke, but they are still required to swim all IM strokes and distances of each stroke; we encourage each athlete to improve in every stroke, not just the one they like.

- *Where do we go when we arrive at the meet?*

It is extremely important that the swimmers arrive at least 15-20 minutes before the start of the warm-up session. The coaches must turn in a scratch sheet prior to the start of the session in order for accurate heat sheets and timeline to be calculated and made available; if swimmers have not arrived by that time, they will be scratched. Many venues have difficult parking situations or are hard to find; please take this into consideration.

In the event that your child is ill on the day of the meet, please contact the coaches on deck as soon as possible. You may reach us via cell or email. You will still be charged for the events, but scratching them from their events helps move the timeline of the meet along.

Upon arrival at a meet venue, adults typically pay a fee to enter and may not come on deck unless they have timing assignments. Athletes may enter on deck where they will be able to find the coaches and/or team banner. We all sit together as a team in the same spot over the course of the meet. Folding chairs are recommended but not always accepted at certain meets. You can also bring blankets, tarps, and towels for your child to sit on.

- *What should we do while we wait?*

Meets are a lot of waiting for quick bursts of swimming. (Even the mile is a short burst!) Most have designated seating for parents and swimmers respectively. When not

swimming, it is important that athletes sit with the team. They are welcome to leave and speak with their parents, but they must spend the majority of the time on deck where the team is sitting. This also ensures that swimmers are less likely to miss their events.

We recommend that your child bring books, homework, or self-contained hobbies to keep engaged in between events.

- *Expected Behavior*

Swimmers are expected to behave like respectable athletes. Rough-housing and inappropriate behavior will not be tolerated; such disregard may result in the child being pulled from the remainder of the meet. **While it is the coach's responsibility to remind swimmers to act like champions, we do expect them to be responsible for their OWN events—when they are and what heat and lane they are in, as well as to get their times from the timers after each event. Again, this is not the coach's job. This is not the parent's job. This is not their teammate's job. Each athlete is responsible for their own heat and lane and getting their time after each race.**

Swimmers are also expected to use social media and electronic communications in a responsible, respectful manner and should follow the rules for electronic devices posted at swim meets (i.e. observing camera free zones). At no point are swimmers allowed to use cameras in locker rooms.

- *Stuff to Bring*

- ✓ Seating: It is a good idea to bring a folding chair to meets even if you end up leaving it in your car. Otherwise, blankets, towels, or tarps are good for sitting on if there are no bleachers on deck.
- ✓ Equipment: **Swimmers are responsible** for bringing their goggles, team caps, team suits, and any back-up equipment that they might need should their primary source break or get lost. Deck shoes to protect feet, jackets/sweaters/parkas to keep warm, and one towel for every event swum is a good rule to follow. Also, books or homework items are highly recommended to keep your child busy in between events. Electronic tablets or cell phones are not advised because they are within close proximity to a very large body of water, and other swimmers may want to use said device and treat it roughly. Not to mention they could get stolen!
- ✓ Food: Your child needs fuel! The good kind! Not all swim meets have concession stands (and even those that do will not always have healthy options for performing athletes). Packing a lunch with fresh fruits, vegetables and dressing, sandwiches, trail mix, granola bars, yogurt, and/or pretzels is a great way to encourage your child to be aware of food as a source of nutritional excellence and not just something be mindlessly consumed. Of course, water or coconut water or *sugar free* sports drinks are always encouraged.
- ✓ What NOT to bring: Please do not send your child on deck with junk food of any kind. (i.e. cookies, doughnuts, potato chips, and candy.) Energy drinks, soda, glass bottles, or other caffeinated beverages will also not be allowed on deck.

- *Volunteering at meets*

Parents will sometimes be assigned to time at meets that their children are entered to swim in. This is an obligatory part of being on the team. And, yes, this can be fun. Best seats in the house! There is usually a brief “timers’ meeting” before each session begins where you can be debriefed on what to expect, especially if you have never timed before. *The coaches and officials depend on parents to keep the meet running smoothly; when a parent who was previously signed up to time does not show up, it can cause problems and delays for everyone.*

****STEP BY STEP MEET SIGN-UP INSTRUCTIONS****

1. Please be on the lookout for emails from **Coach Bobby @ Team Unify** in your inbox. (If you don't see any, please check your Spam file).
2. It is very important that you either **Accept** or **Decline** the meet by the specified **Deadline Date**, even if you are not planning on swimming. We will then know that you have received the sign-up information and made a decision whether or not to have your child swim or not.
3. Please note the following if your swimmer will be **Committing** to the meet:
 - a. Click on the Signup Record pull-down and select Yes.
 - b. Once Yes is selected, you will see the events that your child MAY be eligible to swim.
 - c. Use the Note/Comments section to let the Coaches know which **DAYS** and **SESSIONS** you will be attending.
 - d. You are welcome check events but remember: the Coaches will select the final line-up for your swimmer
 - e. We will let them know their events for the weekend the Monday leading up to the meet.
 - f. Once you have finished, click on the Save Changes Button in the lower right.
Repeat the process for any additional swimmers.

Please pay careful attention to Maximum Event Entry Limitation if present and add any other notes that you want the Coaches to see.

Once all entries have been submitted, you will be able to review by signing in and clicking on the Attend this Event button for any events listed on BAT’s website.

Look at the Coach Approval column for the events that you have been confirmed to swim.

QUESTIONS:

Head Coach

Bobby Yribarren

b.yribarren@live.com

Practices

When are they offered?

Current practice schedule is listed on the BAT website, under the “General Calendar” tab.

Please check calendar regularly for updates.

Attendance

There are no attendance requirements; however, the number of practices are determined by the swimmer’s expectation of improvement and success.

Fuel

Swimmers should have at least a water bottle with them at all times on deck and during dry lands.

Staying hydrated is key to top performance. It is one of the most fundamental things one can do for health, performance, and recovery. It is also suggested that they have some kind of granola or power bar in their bag in case they need sustenance before or after practice. A light snack 30 minutes prior to practice will give them the energy they need to swim for the duration.

Equipment

As mentioned above, **all swimmers are responsible for bringing their own:** cap, goggles, practice suit, water bottle, and long uncut fins **to each and every practice.** All non-Blue swimmers are required to bring snorkels and buoys as well.

Drylands

Short Course team dry-land practices start of October @ St Joseph’s:

Mon & Wed from 5:45-6:30pm (subject to change depending on bus efficiency)

December 1 – February 22nd

BSC-WAT: Tues / Thurs 6:30-7:00

BSC-WAL: Mon / Wed 5:30-6:00

We will return to the “fall schedule” after February 22nd through June 29th.

Everyone is expected to attend; our time on land is designed to greatly aid in building strength, stamina, flexibility, and more. Swimmers must promptly transition from the pool to drylands.

Tardiness will not be tolerated. At Cambridge, this means leaving the facility (whether by bus or with parents by 5:30.) This is part of the facilities agreement; we would like to be respectful of other organizations utilizing the space and cannot be caught lingering around. Please attend to this critical component. **The bus back to Belmont leaves at 5:30—no exceptions.**

Comfortable workout clothes (spandex, basketball shorts, t-shirts, etc.) and sports shoes are required to participate. It is recommended that children always carry these items in their bags in the event that we are unexpectedly unable to use the pool and must resort to being land animals that day.



Online Resources

- www.usaswimming.org
Stay updated on the goings on of the swimming world with USA Swimming. Very informative and has a lot of great articles about any and everything swimming. For rules and regulations of any USA Swimming sanctioned meet (any meets we as a team will participate in), hover over the “About” tab at the top of the home page and click on the “Rules and Regulations” link for access to PDFs of the 2013 USA Swimming handbook.
- www.usaswimming.org/deckpass
Deck Pass is a fun way to track your progress locally and nationally. It can be used online or as an application for your phone (look for it in the app store, it’s free!). These will be using the Club IMX/IMR ranking system to evaluate swimmer progress as well as to motivate individuals to cultivate their competitive sides. More about that to come.

Simply click on “Get Started!” and it will guide you through getting your own account and navigating the pages with your child. You can find your child’s information and past personal best times by clicking on “My Deck Pass” on the top of the screen once you have logged on.

- www.neswim.com
Home to New England Swimming, this site offers information about upcoming meets and news on regional record holders and time standards for qualifier meets. To look up Regional and Age Group time standards, hover over the tab labeled “Times/Tools” and click on “Time Standards” on the pop up menu.
- *On Deck Parent*
On Deck is a free smart phone application that pairs with Unify to help make managing your child’s swimming career easier and hassle free. It also gives easy access to team news and up-to-date information about your child’s best times, meet results, and upcoming meet entries.
- *Meet Mobile*
Meet Mobile is another free smart phone app that gives live updates of meet happenings. It will display rankings, time updates, psych sheets, and live-action heat results.

FAQ

- *What happens if I am running late to a swim meet?*
Since we require your child to be on deck at *least* 15 minutes before the start of warm-ups, it is likely your child will be scratched from the meet in the event that you are running late, and you will be charged the full fee for that session. We strongly suggest giving yourself 15-30 minutes of extra time in the event that you are running behind or get lost.
- ***What is the difference between Long Course and Short Course?***
Long Course and Short Course are seasons that we swim during the year.

Short Course: 25 yard pool. Events range from 25 yard sprints to 200's of the strokes to the 1,650 Freestyle.

Long Course is swum in an Olympic sized pool: 50 meters. Events range from 50 meter sprints to 200s of the strokes and 1500 Freestyle.
- *What are Dry Lands?*
Dry lands are essentially conditioning and strength training that we do on dry land (i.e. out of the pool). We do yoga once a week to enhance core strength, joint mobility, and general body coordination and awareness.
- *What is an "away meet?"*
An away meet is one that is typically far enough from Belmont that requires parents and coaches to book hotel accommodations for the weekend. These are usually a fun time for the swimmers to bond with their peers and have the opportunity to practice focus throughout the entire weekend of a meet. We expect our swimmers to be on best behavior whenever we are staying as a team in any hotel and act with respect for other teams and guests staying at the hotel.
- *What is USA Swimming?*
USA Swimming is the nationally recognized entity for competitive swimming. Athletes must be registered with USA Swimming in order to qualify for meets from Age Groups to the Olympics. Within this larger organization is New England LSC (Local Swimming Committee), and then Belmont Aquatics Team. For more information, please follow this link for more information:
<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1521>
- *What meets should I be aware of?*
Each season culminates in a championship meet also known as "Age Groups." From here, your swimmer can then go on to qualify for Sectionals, Zones, Junior Nationals, and Nationals. You can find many of the regional time standards here:
http://www.teamunify.com/SubTabGeneric.jsp?team=lscnes&_stabilid_=16411

2019-20 Short Course Practice Schedule (and part of Long Course)

(September 16-December 1 & February 22-June 29)

Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
3:45-5:15	3:45-5:15	3:45-5:15	3:45-5:15	3:45-5:15	8:00-10:00am
ALL	Non-Blue	ALL	Non-Blue	ALL	Black / S. Green
	Blue Off		Blue Off		Yellow optional
Drylands 5:45-6:30		Drylands 5:45-6:00			

Please note: Drylands will be held at St. Joseph's in Belmont. If the bus is having a difficult time arriving in time, we may push everything back 15 minutes in order to get the full 45 minutes.

Practice Attendance for Training Groups

Blue: 3x per week Monday, Wednesday, Friday

Yellow. 4x per week Monday-Friday, optional Sunday

Black: 5 to 6x per week Monday-Friday, Sunday

Sr. Green: 6x per week Monday-Friday, Sunday

*Drylands is mandatory for all training groups.

2019-2020 Long Course Practice Schedule (June 29th - July 31st)

Group	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Blue	7:30-9:00am		7:30-9:00am	7:30-9:00am	7:30-9:00am	8:00-9:00am
Yellow	7:30-9:00am Drylands 9:15-10:00am	7:30-9:00am Drylands 9:15-10:00am	7:30-9:00am	7:30-9:00am Drylands 9:15-10:00am	7:30-9:00am	7:30-9:00am
Black	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am	7:00-9:00am
Sr. Green	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am	7:00-9:00am Drylands 9:15-10:00am	7:00-9:00am	7:00-9:00 am

*Drylands is mandatory for all non-blue training groups.

Please Note: This is subject to change. Drylands will be held at Underwood Pool, in the park.

Practice Attendance for Training Groups:

Blue:	3x per week	Monday, Wednesday, Friday, Saturday
Yellow:	4x per week	Monday-Friday, Sunday
Black:	5 to 6x per week	Monday-Friday, Sunday
Sr. Green:	6x per week	Monday-Friday, Sunday

BAT Rules of Conduct for Swimmers and Parents

Belmont Aquatic Team (BAT) swimmers are part of a team and are expected to behave in a respectful fashion towards themselves and their coaches, fellow swimmers, team parents, and the environments in which we find ourselves. We are here to uplift and empower one another.

In situations where a swimmer repeatedly exhibits a pattern of disruptive, disrespectful, or unsafe behavior contrary to coach intervention, the board and the coaching staff will determine the most appropriate course of action. This may include removing a swimmer from practice temporarily or expelling a swimmer from the program.

The Belmont Aquatic Team strives to provide a high-quality swim experience for all swimmers in a positive and atmosphere—one that thrives on conviviality and sustainable, diligent effort. The behavioral expectations listed below are integral in nurturing this inclusive environment.

Swimmers Rules of Conduct

1. Swimmers must consistently embody respect, integrity, and sportsmanship toward coaches, teammates, officials, volunteers, parents, competitors, and team partners.
2. Swimmers are not to interfere with the progress of another teammate during practice or otherwise. They are expected to celebrate other's success and honor their efforts.
3. Swimmers are expected to exhibit appropriate team behavior both at the pool and throughout competitions. Asking themselves: what does it mean to be a good teammate in this situation?
4. Swimmers must consistently display a positive and supportive attitude toward all teams, coaches, teammates, and competitors. Rising tides raise all boats.
5. Swimmers are expected to use social media and electronic communications in a responsible, respectful manner.
6. Swimmers are expected to follow the rules for electronic devices posted at swim meets (i.e. observing camera free zones).
7. At no point are swimmers allowed to use cameras in locker rooms.
8. Swimmers are required to wear proper team attire (team suit and cap) at all swim meets.
9. Swimmers are expected to show up and give their best that day in that moment.

Parents will be notified if there is a discipline problem with their swimmer; an appropriate plan of action will be determined by the board and coaching staff.

Parents Rules of Conduct

1. Certain meets may require parent participation (timing). Failure to fulfill your volunteer obligations places an increased burden on other parents. ***Repeated failure to fulfill your volunteer obligations will result in expulsion of your swimmer(s) from the team without refund of tuition.***
2. Support your swimmer(s) and his/her team in a positive manner. Although competition is a natural part of sports activities, you should not make winning or dropping time every single meet the primary goal for you or your swimmer(s). Cheer FOR your swimmer(s) and his/her team, not against the opposing swimmer or team.
3. All members of the Team, whether parents or swimmers, protect and improve the reputation of the team.
4. Always show respect for all swimmers, coaches, meet officials, and other meet participants. *Allow for the fact that anyone can make a mistake.* Set a positive example for our swimmers with your behavior.

I acknowledge that my swimmer and myself (the parent) have read and agree to the Rules of Conduct for Swimmers & Parents.

USA Swimming Code of Conduct Agreement

Electronic Communication Policy of the Belmont Aquatic Team

PURPOSE

The Belmont Aquatic Team (BAT) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Team acknowledges the value of these methods of communication, the Team also realizes that there are associated risks that must be considered when individuals use these methods to communicate.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

1. drugs or alcohol use;
2. sexually oriented conversation; sexually explicit language; sexual activity
3. the adult's personal life, social activities, relationship or family issues, or personal problems; and
4. inappropriate or sexually explicit pictures.
5. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Transparent: All electronic communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Team's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

FACEBOOK, INSTAGRAM & SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Team join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Team has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

If the Team has an official Twitter page, coaches, athletes and parents may follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Action Plan of the Belmont Aquatic Team to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Belmont Aquatic Team (BAT) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines and prohibits bullying in code 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

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

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate Team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

BAT'S PLAN TO ADDRESS BULLYING

If bullying is occurring during team-related activities, coaches are to address it immediately using the following steps:

1. Intervene immediately. Coaches may get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Reassure the kids involved, including bystanders.
6. Model respectful behavior when intervening.

In possible bullying situations, coaches will first, get the facts by:

1. Keeping all the involved children separate.
2. Getting the story from several sources, both adults and kids.
3. Listening without blaming,
4. Not calling the act "bullying" (They need to understand what happened before labeling it).
5. Collecting all available information, but acknowledging that it may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying.

To determine if the event/action was bullying coaches will review the USA Swimming definition of bullying and consider the following questions:

1. What is the history between the kids involved?
2. Have there been past conflicts?
3. Is there a power imbalance? (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.)
4. Has this happened before? Is the child worried it will happen again?
5. Coaches will remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

In supporting a bullied child the coaches will:

1. Listen and focus on the child. Learn what's been going on and offer to help. Assure the

child that bullying is not their fault. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input.

2. Ask the child being bullied what can be done to make them feel safe. Remember that changes to routine should be minimized. They are not at fault and should not be singled out. (Coaches might consider rearranging lane assignments for everyone or switching practice groups, but the child who is bullied should not be forced to change.)

Coaches will maintain open communication between the Team and parents, outline the steps that will be taken and explain how bullying will be addressed going forward.

In supporting a bullying child, the coaches will:

1. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
2. Explain to the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
3. Work with the child to understand some of the reasons they bullied. (For example: some children bully to fit in as there may be some insecurity involved. Some kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.)
4. Involve the kid who bullied in making amends or repairing the situation so that they see how their actions affect others. (Possible amends: write a letter apologizing to the athlete who was bullied; do a good deed for the person who was bullied, for the Team, or for others in the community; clean up, repair, or pay for any property they damaged.)
5. Coaches will avoid a zero tolerance or “three strikes, you’re out” strategy as it doesn’t reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
6. Coaches will not advise conflict resolution and peer mediation. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

Coaches will follow-up after the bullying issue is resolved and continue to find ways to help the child who bullied to understand how what they do affects other people.

Coaches will support bystanders who witness bullying by providing the following suggestions:

- 1 Be a friend to the person being bullied;
- 2 Tell a trusted adult – your parent, coach, or Team board member;
- 3 Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- 4 Set a good example by not bullying others.
- 5 Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Team Travel Policy for the Belmont Aquatic Team

PURPOSE

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the Team or LSC.

- 1 Team travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the Team. (305.5.D)
- 2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 3 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- 4 When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- 5 Team or LSC officials will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- 6 Team or LSC officials will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- 7 A copy of the Team's Travel Code of Conduct will be signed by the athlete and his/her parent or legal guardian.
- 8 The directions & decisions of coaches/chaperones are final.

Depending on the situation, additional travel policies may include:

- 1 During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- 2 Athletes will not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- 3 During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and of a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian). (When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" Team to associate with during the competition and when away from the venue.)
- 4 To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- 5 Curfews shall be established by the team or LSC staff each day of the trip.
- 6 Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- 7 Swimmers are expected to remain with the team at all times during the trip. Swimmers are

not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

- 8 When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- 9 The Head Coach or their designee shall make a written report of travel policy or code of conduct violations to the appropriate team or LSC leadership and the parent or legal guardian of any affected minor athlete.

Additional guidelines will be established as needed by the coaches;

Travel Code of Conduct (to be signed by parents, athletes, and coach)

- 1 Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 2 Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- 3 The possession or use of alcohol or tobacco products by any athlete is prohibited.
- 4 The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- 5 No “deck changes” are permitted. Athletes are expected to use available change facilities.
- 6 Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Belmont Aquatic Team. Athlete behavior must positively reflect the high standards of the Team.
- 7 Swimmers are to refrain from inappropriate physical contact at team activities and events.
- 8 Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

Failure to comply with the Travel Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- 1 Dismissal from the trip and immediate return home at the athlete’s expense;
- 2 Disqualification from one or more events, or all events of competition;
- 3 Disqualification from future team travel meets;
- 4 Financial penalties;
- 5 Dismissal from the team; and/or
- 6 Proceedings for a LSC or USA Swimming National Board of Review.

I acknowledge that I have read and accept the policies of the Belmont Aquatic Team regarding Electronic Media, Bullying and Travel.