



PHOENIX

SWIMMING



Phoenix Swimming
Team Handbook
2017-2018



September 2017

We would like to welcome both returning members and new members for the 2017-2018 season!

As our 8th year as a team is about to begin, I, again, am amazed by the continual pursuit of excellence by our membership. In actually taking time off over this break (something I always say I'm going to do but rarely do), I had time to reflect on where our team is at, where it came from, and what I envision our team to be in the future. Often times in life, we end up on an endless treadmill of routine and in that, I think we forget to acknowledge the beauty, success, growth, and accomplishments that we live through. We learn the lessons but do not always take the time to apply them...we assess our progress as a program, a team, a coach, a swimmer, as an individual in the perspective of where we hope to be not necessarily from where we have come. Coming off of break and some life changing experiences, I wanted to share my goals for Phoenix Swimming going forward and the vessels in which I think we will most successfully reach those goals.

In discussions with Matt about changes we would like to make going forward, we often times ended up bringing up accomplishments of the past. In our first season, we only had 2 female swimmers who broke 2:00 in the 200 Free and had no female swimmers break a 1:00 in any of the stroke 100s. We had a first male swimmer break 5:00 in the 500 Free at the last meet of that season and our fastest 400 IM that year was a 4:19. While I do not feel our excitement level has changed when it comes to our swimmers reaching such milestones in their swimming, we do acknowledge that the perspective has changed with the success we have had as a team. To give insight to our current perspective, we have had 25 females break 2:00 in the 200 Free with 14 of them current members of the team, have multiple current female athletes that break 1:00 in Fly and Bk (not in Breaststroke yet), have had 24 males break 5:00 in the 500 Free, and 16 males (and 1 female) break 4:20 in the 400 IM. What we determine as "fast" has obviously changed over time and as a result of our progress. We went from a team of 47 swimmers that first year to having to cap our team at 125 members the past 3 seasons. As a coach, I am proud of where we have come from and that our sights are more ambitious, but I also want to make sure we are not discrediting the growth in each individual's development. We need to find the balance of never being satisfied, which is crucial in staying motivated, with acknowledging that steps toward the end goal are necessary and important accomplishments in themselves (which I would argue are just as crucial in staying motivated).

While our goals will change over the first few weeks of the season as we assess where we are starting, hear the individual goals of our athletes, and continue to obtain feedback, perspective, and advice from a variety of professionals (other coaches (age group, college, national level in swimming and in other sports), dieticians, trainers/ dryland specialists, sports psychologists and advisers)) that I think can contribute to the development of our program, I do want to share the current list of what we are determined to accomplish over the course of this upcoming year:

- Obtain 200,000 points in the Virtual Club Championships. Virtual Club Championships (VCC) is the national measure for which USA Swimming, our governing body, determines overall club excellence. USA Swimming established the VCC to "Recognize and highlight clubs that are developing athletes and achieving success at multiple levels in the club swimming continuum

emphasizing the team element in club swimming. This program serves as a key part of the Athlete Development and Performance.” We finished our long course season, 4th in New England and 137th Nationally with 168,717 points. Last short course, we finished 6th in New England and 172nd Nationally with 173,581 points. By limiting our team size, we do make this a more challenging standard for ourselves. For instance, we are only one of nine teams in the top 200 nationally that has an enrollment under 150 athletes (we were 4th nationally last season for teams of similar size). Larger teams rely only on their top athletes to score points for their team (only 2 athletes can score per event). Since they limit how many events an athlete can score in, we often times rely on all our athletes swimming all eligible events to obtain our best score.

- Encourage our athletes of all ages to embrace the challenge and benefit of swimming distance events. We have had the reputation of being a 400 IM team both in NE Swimming and with college recruiters. Over the past year, we switched our focus more towards sprinting and generating power and we saw some impressive results. The next step in our process is understanding how to better marry power/ speed with efficiency so that we can continue our excellence at mid-distance and distance events. We aspire to continue the development of our speed based training but increase our understanding of how and when this training can become an asset in a variety of races.
- Reinforce that the thread that intertwines our history and our success is the character of our athletes, our staff, and our members. We acknowledge and appreciate the unwavering commitment and care all of our members have shown to Phoenix Swimming. We have constantly used the strength of character as a factor of setting our standards and we know it is through the relationships we form with our athletes that enable a safe place for the vulnerability required to grow. It is through both failure and success in which character is allowed to grow, be reinforced, changed, and structured. We want to make sure that this upcoming season we take the time to recognize the impact of success and failure on our individual character and team character.
- Through education, shared knowledge, communication, and by taking the time to acknowledge my own perspective and the perspective of those around me, I want all members to thrive and excel through our team first mentality. Our team in itself is a micro society and in order for us all to be challenged, gauge our successes and failures, feel supported and provide support, we must rely upon each other. The most successful athletes, business men and women, leaders, and world-changers all emphasize the role of their support system in providing encouragement. It is up to our swimmers to structure and mold what they determine is their “success,” but with an environment around them that broadens their horizons and expands how they view their capabilities, we get to experience the positive impact on their self-esteem. And through each individual's growth, the team is reinforced with a tighter bond. The best part is that we are all in control of the roll we play in that environment.

While our goals are still being finalized, I do want to share the two fundamental thought processes I plan on being the basis of how I coach and approach this upcoming season. The first philosophy is one in which my coaching and development of training plans has always been based, but may not be one that I have vocalized recently. Our training groups and development structure have always been based upon being performance-minded and process-driven. Where I hope to develop it further this season, is that I want to prioritize the growth over the performance in how I assess and coach. I have always believed strongly in the long-term development of the athlete. For years, USA Swimming has taken the emphasis off of the speed of 10 and Under athletes. They have done studies and have numbers that show that fewer than 10% of the swimmers who appeared in the Top 16 Nationally at age 10 were still there at age 14. Of that 10% who did appear at 10 and at 14, 50% did not appear after they aged up to the 17-18 age group. According to these same studies, pushing athletes too hard at young ages DOES NOT PAY OFF in the long run. We have always emphasized technique, body awareness, developing fundamentals, and building a skill set at young ages and allowing the work to progress as an athlete matures. While I obviously want to continue to have the same and better successes in developing athletes, I want to train our athletes to appreciate the process not the outcome. By Matt and I, the other coaches, the athletes, and the members embracing a growth-mindset and having the patience to allow

the process to play out, we feel as though our athletes will excel. It seems obvious that to be our most successful, we need our athletes engaged. While I do not think this is a problem for our program, I do think our level of engagement can be improved and our athletes can be more driven, more motivated, and more excited on a daily basis. The end goal is still important and may be the driving force, but the attention and stimulation has to come from the desire to take the small steps and make the small changes. Part of us achieving the team goals above is doing a better job understanding, believing, and championing growth and the process.

Secondly, the philosophy that I imagine will help myself and hopefully our members to take the time to assess, recognize, and learn is to live life with an "attitude of gratitude." While I have heard this saying before, it was only through someone close to me sharing the personal impact it had on their life, did it resonate. I think we all can admit how much attitude will impact our ability to be productive, successful, committed, etc. and the influence our own attitude has on others. Whether you mean to or not, your personal attitude will infiltrate those around you. There are some personalities that force their attitude on others and there are some that are more influenced by others. One thing I am sure of is that kids of all ages are intuitive and they are the most impacted by their environment. Through reiterating and teaching through the lens of maintaining an attitude of gratitude, we hope to adjust our thinking, coaching, and learning. I am appreciative that I can make a living doing something I love, that I am still involved with a sport that shaped who I am and what I value, and that I play a role in developing independent, strong, and caring young adults. While we all have our own setbacks, sacrifices, and road blocks, if we learn to appreciate them for their impact, we do not allow them to become the whole story but only a plot twist that makes the fairytale possible. Like many coaches, we have always framed attitude as positive or negative. I feel that embracing living life with an attitude of gratitude will have more meaning and impact both in the pool and beyond it.

The impressive successes we have had are a direct result of our collective effort. Our organization is successful because of you. Being part of Phoenix Swimming is about the whole family, swimmers and non-swimmers. It is about teaching discipline, self-motivation, and team work to our children and youth. It is about building community among our parents. As coaches, Matt and I strive to create an environment that will nurture, influence, and motivate your swimmers in the pool and beyond. When all three components contribute their best, it is then that we are at our best.

By sharing the start of our team goal setting for the season and the philosophical umbrellas we determine are the best way of reaching our goals, we hope to create an environment where all members understand they are part of Phoenix Swimming and our success. We know along the way there are opportunities to improve and grow as a staff and a team. If you have concerns that you feel need to be addressed, we will listen, as your input is valuable to us. If you swimmer has concerns, we request that you encourage them to speak with Matt or I. We continue to strive for ways to do things better, improve coaching techniques, and explore the best ways to be more efficient and effective in the communication with our membership. We as a team can only reach our full potential if we are given the opportunity. We ask that all members come directly to Matt or I with any questions and/ or concerns.

I hope that you have enjoyed this short break from training and we hope everyone is on board to add another great year to our short history and many more accomplishments to our ever-growing list of successes.

Thank you for your continued support and encouragement,
Lori Paszko
Head Coach



Included in this packet you will find the following information:

- Mission Statement and Core Values
- Benefits of Swimming Competitively
- Coach Introductions
- Swim Group Descriptions/ Advancement through the program
- Equipment List for all Groups/ Apparel
- Practice Schedule
- Roles of Phoenix Swimming Members
- Fundraising
- Social Activities and Team Events
- Lost and Found
- Team Communications
- Short Course Meet Schedule
- Philosophy of Competition
- Meet Information/ Entry Process
- Facility Guidelines
- New Swimmer FAQs
- Glossary of Swimming Terms



Mission Statement:

Our mission as a club is to provide an environment where every swimmer through self-confidence can develop character, social and personal responsibility, discipline, and the desire to challenge perceived limitations. The staff of Phoenix Swimming is committed to teaching, motivating, and inspiring all members to excel.

Core Values:

Integrity. Courage. Perseverance.

Benefits of Swimming Competitively:

Physical Benefits-

- Swimming is an ideal sport for developing muscular and skeletal growth (because it uses all of the body's major muscle groups) in addition to high aerobic endurance and stamina.
- Swimming enhances flexibility by exercising all of the major joints in a full range of motion.
- Swimming develops superior limb to limb coordination because it requires combining complex muscle movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of motion.
- Swimming is the most injury free sport of all those offered to children.

Intellectual Benefits-

- Athletes develop intellectual competence as they learn more about the sport, understand technical advancement, and incorporate skills into goal setting.
- Time management, discipline, and being task driven are all important in swimming and carry over to school work as swimmers learn to balance both.
- Improvement in swimming requires exploring new ideas and putting these new ideas to practice results in stronger self image.

Social Benefits-

- Despite competing against the clock for times, swimming is a team sport. Traveling, training, competing, winning, and losing together fosters irreplaceable relationships among teammates.
- Most sports competitions end with one winner and one loser, but with swimming, success is based on personal improvement and reaching team goals. Everyone has a roll in the outcome and an impact on the end result. Through shared experiences, full range of emotions, and learning to working together, swimmers learn fundamentals to how to interact in a variety of social situations.

Coaches:

Head Coach- Lori Paszko

Email: phxswimming@gmail.com

Phone: 978-689-5119

Lori has been involved in coaching for a number of years and has been part of New England Swimming since she was a swimmer growing up in Haverhill, MA. She has been a coach for the Cedardale Swim Team from 1997-2012, worked full-time as an assistant coach for the senior program and head coach of the 12 and under program at Merrimack Valley Pirates/ Magnus Aquatic Group/ Crimson Aquatics from 2002-2010, and served as assistant coach for the Andover High School Girls Swim Team in 2008 and 2009, in which they won their tenth MIAA State Championship. Lori's swimming philosophies and training design was an instrumental part in winning twelve New England 12 and Under Championships and two New England 14 and Under Championships. As head coach of Phoenix Swimming, her proudest moments are having the entire team qualify for Regionals in our first season, placing increasingly higher at all levels and ages of New England Championship meets, and seeing her swimmer's continue to grow and develop into independent, happy, and socially-conscious individuals. Lori is a Level III American Swim Coaches Association certified coach and is also Lifeguard, CPR, First Aid and Water Safety Instructor certified. Some of her career highlights since becoming head coach of Phoenix Swimming are listed below:

- Attending the National Age Group Summit in 2012 and 2016
- Named 2014 Top-30 Woman in Coaching by USA Swimming
- Attending the Olympic Training Center for USA Swimming National and Diversity Training Camps with multiple swimmers
- Invited to coach the 2015 Eastern Zone Select Camp in Baltimore, MD and being named Head Manager of the 2017 Eastern Zone Select Camp in State College, PA
- Awarded New England Swimming Age Group Coach of the Year (September 2017)
- Named the Head Manager of the 2017 National Select Camp held at the Olympic Training Center in Colorado Springs, Co in October

With this experience and through continuously seeking knowledge to provide the best training techniques and drills to her swimmers, Lori is excited by the challenges and new expectations of our 2017-2018 season. She will be responsible for the seasonal training plans and will have involvement with all swimmers. We are Phoenix Swimming!

Associate Head Coach- Matt Williams

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Phone: 603-475-8730

Since our inaugural season, Matt's role, coaching philosophy, and "voice" as a coach became much more developed and defined. Through experiences of coaching all levels, assisting with the structure and progression of the seasonal plans and team development, attending the National Diversity Camp Coaches Program at the Olympic Training Center in Colorado Springs, CO, and being selected as a Zones Championships coach for the 2011, 2012, 2013, 2014, and 2015 Long Course New England team, Matt has grown both personally and professionally. This past summer, Matt was named Head Coach of the NE Zone Team and he led the team to their first Zone Championship (have been attending since 1988). Matt has also been a member of the New England Swimming Age Group Committee and is actively involved in the direction of New England Swimming in support of what is best for the athlete. His confidence, knowledge, humor, and charisma are all vital aspects of this team. However, most important to the team's success is Matt's commitment to each of the swimmers both in and out of the pool.

Assistant Coaches- Lauren Reidel and Tim Thompson

Each August, the coaching staff evaluates the club's progress from previous years and discusses any changes that are necessary in order to provide better programming for our entire membership. Our approach primarily focuses on the long-term development of each swimmer as an athlete and a person. It is our goal to provide quality instruction in a safe and positive learning environment.

Training Group Structure:

Phoenix Swimming is a program that is structured based upon the belief that to optimize each athlete's opportunity to develop both as swimmers and as people, we need to offer training groups that center around a systematic progression of expectations and involvement. Fundamentals of all training groups are a love for swimming, a love for Phoenix Swimming, and continued emphasis on technique and skill development. As swimmers age and develop physically and emotionally, their workload both in and out of the pool needs to increase. Often this physical challenge leads to swimmers learning how to respond to psychological challenges and how they need to rely on the support of their coaches, teammates, and parents to address such challenges and overcome them.

The emphasis of Phoenix Swimming is long-term results and long-term involvement in the sport. At each level and for each swimmer the goals and objectives are specific. Training plans are based upon the needs of the swimmers participating in each group and with the long term goal of excellence in the pool and in life. As each child is different, he/she will progress at his/her own rate. All group assignments are at the discretion of coaches and are based on an understanding of each swimmer's development and progression.

****All swimmers should bring a water bottle, extra goggles, dryland attire, and sneakers to every practice.****

Novice Group:

Practices 3 days per week for 1hr to 1hr 15 min

Ages 9 and Under

Introductory program to competitive swimming with a major focus on establishing concrete technical fundamentals and improved body coordination and awareness. Through a progression of stroke drills and by introducing different training skills and processes, swimmers will become more comfortable and stronger in the water, will start to refine all four competitive strokes, and will start to understand their role as members of Phoenix Swimming.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts

Age Group Program (Split into AG1 and AG2):

Practices 5 days per week for 1hr 30min to 2hrs

Ages 8-12

The majority of the time is spent on refining stroke mechanics by utilizing stroke drill progression throughout the season and by developing the ability to align and merge technique changes with an improved understanding of racing and race strategy. Goals of this group range from learning to utilize a pace clock to developing a strong sense of good sportsmanship and healthy training, competition, and teammate relationships.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts

Required Equipment: Kickboard, Pull Buoy, Short Training Fins (prefer TYR Crossblade Training Fin), Equipment Bag

Junior Group:

Practices 6 days per week for 1hr 30min to 2 hrs 15 min

Ages 10-14

This program and the training schedule are centered around merging the development of solid, stable technique with an increased and progressive workload. Training processes that were introduced in the age group program, such as threshold training, goal setting or meet preparation, will be further explained and the responsibility of the athlete in training and competition will increase. The purpose of

this group is learning to train. The starting and ending points for this stage of development vary to differences in maturation. With the increase in training volume, Group meetings, goal meetings, informational sessions, alternate dryland opportunities are all a vital part of this group in terms of physical, emotional, and social development as individuals and as members of Phoenix Swimming.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts

Required Equipment: Kick board, Pull Buoy, Finis Snorkel, Hand Paddles (prefer Hans black paddles), Short Training Fins (prefer TYR Crossblade Training Fin), Old pair of Running Sneakers (to use in the pool), 2 Racquet balls, Equipment Bag

PreNational Group (Split into PR1 and PR2):

Practices 6 days per week for 1hr 45min to 2hr 15min

Ages 12-15

The PreNational group is a transition group between athletes currently in the Junior and Senior groups that have shown a high level of not only performance but commitment to the team. The purpose of the PreNational Group is learning to achieve. Swimmers at this level should be at the point in which they have mastered a strong technical foundation and have exhibited the ability to train at various energy levels. All swimmers should strive to improve their technique and practice performance; however, swimmers invited to train in the PreNational Group have displayed that they understand that much of technical improvement and work ethic initiates with the ability to self-coach. In this phase in each swimmer's development, swimmers can begin to explore more advanced aspects of training, lactate tolerance, speed and power development (through cords, resistance training, etc), and mastering the details of proper swimming technique. The daily attention to training and skill development should be directed by seasonal and long term goals and should be possible through a positive attitude, motivation, and determination.

Swimmers who accept the invitation to train with the PreNational (1+2) Groups must follow the expectations and guidelines listed below. All PreNational swimmers are expected to do everything within their power to reach their own personal potential.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts, Technical Suit (Technical Suit needs to be approved by coaches)

Required Equipment: Kickboard, Pull Buoy, Finis Snorkel, Finis Snorkel Cap, Hand Paddles (prefer Hans black paddles), Short Training Fins (prefer TYR Crossblade Training Fin), Old pair of Running Sneakers (to use in the pool), 2 Racquet balls, training band, Tempo Trainer, mesh equipment bag

PreNational (1+2) Expectations and Requirements:

1. Attend a minimum of 87% of practices. Both PreNational Groups are offered 6 practices per week. Swimmers in the PreNational 2 Group are welcome to attend an additional morning practice. Attendance will be discussed with swimmers on a weekly basis and will be updated at the end of every month. A full training week is 6 training sessions (PreNational 1 3.25 hours of dryland/ 11.5 hours in water training; PreNational 2 3.25 hours of dryland/ 13.5 hours of in water training). Exceptions to the attendance policy will be discussed and handled on an individual basis (with the swimmer's, group's, and team's best interest in mind).
2. Swimmers who participate in high school swimming will be granted one exception per week during their high school season that will not count towards their attendance.
3. Communication in regards to attendance, training plan, goals, physical and mental well being, etc are necessary and important to each swimmer's individual success, the success of the group, and ultimately the success of the team. Swimmers will given ample opportunity to discuss all aspects of their swimming and their training with both their peers and their coaches. Communication in regards to attendance or altering of the training plan needs to occur in a timely manner.
4. Foster a healthy-coach relationship. In many instances, the strength of the swimmer-coach relationship relies on open and honest communication. At this level, the swimming relationship should start to move towards coach/ athlete in order for the swimmer to reach an appropriate stage of autonomy. The individual who has the most influence of the athletes' success is the

ATHLETE. A big part of being in PreNational Group is being put in situations in which the swimmer must take responsibility of their actions, take ownership of their choices, and understand the potential consequences on their personal growth/ swimming development.

5. Swimmers should arrive to practice on time with a positive attitude. Positivity is contagious.
6. Train at a level at or above a level appropriate for current experience and speed. Swimmers in this group should never opt to not give their best because they do not like a set, deem a set too hard, or do not feel the set suits their specialty.
7. Live a lifestyle appropriate for achieving personal success. Swimmers in this training group must attend informational sessions to discuss nutrition, recovery, injury prevention, etc. For swimmers in this group, swimming and their goals should direct choices when it comes to nutrition, sleeping, meet preparation, time management, etc.
8. Swimmers must abstain from the use of drugs, alcohol, and tobacco products (being in the presence of illegal activity is in violation of the team code of conduct).
9. Swimmers attend all competitions recommended by the coach. The exceptions to this rule will be the expenses of team travel meets or high school rules that prohibit attendance. In both scenarios, athletes will do their best to arrange their schedules, talk to the coaches about financial difficulties, utilize their high school waivers, etc so that they can stay on the group's training and competition schedule. At meets, swimmers will participate in all events prescribed by the Head Coach (the Head Coach will pick your events based upon what is best for the team, aligns with the IMX/ power point/ Virtual Club Championships/ team ranking goals of the team, and is needed to challenge each individual swimmer out of their comfort zone).
10. Swimmers will always represent themselves, their teammates, and Phoenix Swimming with respect, honor, and with integrity. Sportsmanship with both teammates and competitors is expected. Conduct yourself with selflessness and trust that your individual success is directly tied to the team's success.
11. Swimmers in this group are expected to learn and develop the skill of advocating for themselves, their swimming, their teammates, and for the team.
12. Team spirit is a key ingredient of a successful swim program- Participate in or lead team cheers, wear team attire (including meet suits and caps at all meets), and be proud to be a Phoenix Swimming member. The Head Coach should be able to rely on PreNational Swimmers to serve as positive role models for all team members.

Sanctions: Failure to meet the above expectations may result in revocation of the privilege of PreNational Group membership. The Head Coach/ Associate Head Coach may administer other sanctions appropriate to the breach of any expectations of this agreement. Our primary directive in deciding on consequences is always going to be putting the swimmer in the position to learn and in a scenario that reinforces team principles/ life lessons.

Attributes and Characteristics of a Successful PreNational Swimmer (CONSIDER THESE GROUP GOALS)

1. Maintains a high practice attendance (87% minimum), commitment level, and work ethic.
2. Arrives on time and does not leave early from practice.
3. Understands that each practice is a necessary component for success and starts to comprehend a seasonal training plan.
4. Incorporates a team-first mentality and understands the association between individual success and team success.
5. Loves to race and compete.
6. Loves the sport and is committed to it.
7. Maintains an open mind and believes that anything and everything is possible.
8. Has confidence in yourself, your training plan, the work you have put in, and in the obstacles/ challenges you have overcome.
9. Enjoys being challenged and facing difficult tasks.
10. Understands that being challenged, success, and failure all build character and are all crucial in the process of achieving goals and being successful both in and out of the pool.
11. Always seeks to do more than what is asked and is not satisfied just doing the minimum.
12. Understands that confidence, not arrogance, is a key factor in successful performance.

13. Gives honest self-assessment in practice and meets.
14. Takes responsibility for their actions in practice and meets.
15. Understands that the "ATHLETE" has the most influence on the outcome.
16. Comes to practice prepared with proper equipment (including an extra suit, cap, and goggles) and nutrition (water, pre-practice meal or snack, post-practice recovery snack or drink).
17. Consults the Head Coach/ Associate Head Coach with all swimming matters, including but not limited to, attendance, training plan, goal setting, physical/ mental state, illness/ injury, and team culture.
18. Consistently maintains open communication with coaches and peers on personal technique, training assessment, and practice/ meet performance.
19. Practices good self-talk during all practices and meets.
20. Uses team goals, teammate's goals, position as a role model, etc. to get the most out of yourself and your teammates.
21. Understands that focusing on solutions is far better and more productive than focusing on problems.
22. Willing to use all resources and tools to improve performance and self-development.
23. Understands the importance of trusting, supporting, and advocating for yourself, your teammates, the training, your coaches, and the team.
24. Above all, commits to doing everything within your power to reach your goals and maximize your own potential through personal growth.

Senior Group:

Senior Group practices 6 days per week for 1hr 45min to 2hr 15min

Ages 14+

As one of our highest training groups, the expectations on these Phoenix Swimming members are high in both training and in how they conduct themselves as individuals. These athletes are the team leaders, role models, and many will be our team's representatives at the highest levels of competition in New England, the Eastern Zone and Nationally. Senior group members are expected to be mature, dedicated, committed, responsible and dependable. As swimmers develop through our program and through our senior team, they will gain an understanding of how self-confidence, determination, discipline and the ability to challenge oneself and others in a healthy, constructive manner will facilitate their training, make them better swimmers and teammates, and will become the tools that assist each individual in defining their own personal character. As with Junior Group and PreNational Group, group meetings, goal meetings (both as a group and individually), informational sessions, and alternate dryland opportunities are all essential in constructing successful swimmers, training groups, and a dominant team.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts, Technical Racing Suit (Technical Suit needs to be approved by coaches)

Required Equipment: Kick board, Pull Buoy, Finis Snorkel, Finis Snorkel Cap, Hand Paddles (prefer Hans black paddles), Short Training Fins (prefer TYR Crossblade Training Fin), Old pair of Running Sneakers (to use in the pool), 2 Racquet balls, Training band, Equipment Bag

National Group:

National Group practices 6 days per week (8 practices in total) for 2hr to 3hr 30min

Ages 14+

Swimmers who are invited to be part of our National Group Program have reached the pinnacle of the Phoenix Swimming program. They have demonstrated a dedication and commitment to the sport and the team. Their training is the culmination of mastering varying levels of technique, training structure and purpose, and heightened ambition and achievement in both practice and at meets. Swimmers in this group must understand both technical fundamentals and more advanced skills and how to obtain speed through technical alterations. National Group members have to display a strong ability to self-coach and are willing to hold themselves and their teammates accountable. All swimmers should strive to improve their technique and practice performance; however, swimmers invited to train in the National Group have displayed that they understand that much of technical improvement and work ethic initiates with the ability to self-coach. At this point in each swimmer's development, swimmers should be able to communicate clearly about their training and different training philosophies (Energy Zones, Aerobic and

Anaerobic Threshold, Gears/ Colors, Race Pace Training (USRPT), Intensity, Lactate Tolerance), their racing strategy and performances, and their personal assessments of both practice and meets. The daily attention to training and skill development should be directed by seasonal and long term goals and should be possible through a positive attitude, motivation, and determination. Swimmers who accept the invitation to train with the National Group must follow the expectations and guidelines listed below. All National swimmers are expected to do everything within their power to reach their own personal potential.

Required Apparel: Phoenix Team Suit, 2 Caps (if you wear one), 3 Phoenix Shirts, Technical Suit (Technical Suit needs to be approved by coaches)

Required Equipment: Kickboard, Pull Buoy, Finis Snorkel, Finis Snorkel Cap, Hand Paddles (prefer Hans black paddles), Short Training Fins (prefer TYR Crossblade Training Fin), Old pair of Running Sneakers (to use in the pool), 2 Racquet balls, training band, Tempo Trainer, mesh equipment bag

National Group Expectations and Requirements:

1. Attend a minimum of 90% of practices. National Group is offered 9 practices per week and are required to attend 8. Swimmers in the National Group are required to attend 2 morning practices per week. Attendance will be discussed with swimmers on a weekly basis and will be updated at the end of every month. A full training week is 8 training sessions (3.25 hours of dryland/ 16 hours of in water time). Exceptions to the attendance policy will be discussed and handled on an individual basis (with the swimmer's, group's, and team's best interest in mind).
2. Swimmers who participate in high school swimming will be granted one exception per week during their high school season that will not count towards their attendance.
3. Communication in regards to attendance, training plan, goals, physical and mental well being, etc are necessary and important to each swimmer's individual success, the success of the group, and ultimately the success of the team. Swimmers will given ample opportunity to discuss all aspects of their swimming and their training with both their peers and their coaches. Communication in regards to attendance or altering of the training plan needs to occur in a timely manner.
4. Foster a healthy-coach relationship. In many instances, the strength of the swimmer-coach relationship relies on open and honest communication. At this level, the swimming relationship must be limited to coach/ athlete in order for the swimmer to have reached an appropriate stage of autonomy. The individual who has the most influence of the athletes' success is the ATHLETE. Parental involvement at the National level should be that of fostering and nurturing swimmer/ coach goal-setting and decision-making to obtain the highest level of success of each swimmer. A big part of being in National Group is being put in situations in which the swimmer must take responsibility of their actions, take ownership of their choices, and understand the potential consequences on their personal growth/ swimming development.
5. Swimmers should arrive to practice on time with a positive attitude. Positivity is contagious.
6. Train at a level at or above a level appropriate for current experience and speed. Swimmers in this group should never opt to not give their best because they do not like a set, deem a set too hard, or do not feel the set suits their specialty.
7. Live a lifestyle appropriate for achieving personal success. Swimmers in this training group must attend informational sessions to discuss nutrition, recovery, injury prevention, etc. For swimmers in this group, swimming and their goals should direct choices when it comes to nutrition, sleeping, meet preparation, time management, etc.
8. Swimmers must abstain from the use of drugs, alcohol, and tobacco products (being in the presence of illegal activity is in violation of the team code of conduct).
9. Swimmers attend all competitions recommended by the coach. The exceptions to this rule will be the expenses of team travel meets or high school rules that prohibit attendance. In both scenarios, athletes will do their best to arrange their schedules, talk to the coaches about financial difficulties, utilize their high school waivers, etc so that they can stay on the group's training and competition schedule. At meets, swimmers will participate in all events prescribed by the Head Coach (the Head Coach will pick your events based upon what is best for the team, aligns with the IMX/ power point/ Virtual Club Championships/ team ranking goals of the team, and is needed to challenge each individual swimmer out of their comfort zone).

10. Swimmers will always represent themselves, their teammates, and Phoenix Swimming with respect, honor, and with integrity. Sportsmanship with both teammates and competitors is expected. Conduct yourself with selflessness and trust that your individual success is directly tied to the team's success.
11. Swimmers in this group are expected to advocate for themselves, their swimming, their teammates, and for the team.
12. Team spirit is a key ingredient of a successful swim program- Participate in or lead team cheers, wear team attire (including meet suits and caps at all meets), and be proud to be a Phoenix Swimming member. The Head Coach should be able to rely on National swimmers to serve as positive role models for all team members.

Sanctions: Failure to meet the above expectations may result in revocation of the privilege of National Group membership. The Head Coach/ Associate Head Coach may administer other sanctions appropriate to the breach of any expectations of this agreement. Our primary directive in deciding on consequences is always going to be putting the swimmer in the position to learn and in a scenario that reinforces team principles/ life lessons.

Attributes and Characteristics of a Successful National Swimmer (CONSIDER THESE GROUP GOALS)

1. Maintains a high practice attendance (90% minimum), commitment level, and work ethic.
2. Arrives on time and does not leave early from practice.
3. Understands that each practice is a necessary component for success and starts to comprehend a seasonal training plan.
4. Incorporates a team-first mentality and understands the association between individual success and team success.
5. Loves to race and compete.
6. Loves the sport and is committed to it.
7. Maintains an open mind and believes that anything and everything is possible.
8. Has confidence in yourself, your training plan, the work you have put in, and in the obstacles/ challenges you have overcome.
9. Enjoys being challenged and facing difficult tasks.
10. Understands that being challenged, success, and failure all build character and are all crucial in the process of achieving goals and being successful both in and out of the pool.
11. Always seeks to do more than what is asked and is not satisfied just doing the minimum.
12. Understands that confidence, not arrogance, is a key factor in successful performance.
13. Gives honest self-assessment in practice and meets.
14. Takes responsibility for their actions in practice and meets.
15. Understands that the "ATHLETE" has the most influence on the outcome.
16. Comes to practice prepared with proper equipment (including an extra suit, cap, and goggles) and nutrition (water, pre-practice meal or snack, post-practice recovery snack or drink).
17. Consults the Head Coach/ Associate Head Coach with all swimming matters, including but not limited to, attendance, training plan, goal setting, physical/ mental state, illness/ injury, and team culture.
18. Consistently maintains open communication with coaches and peers on personal technique, training assessment, and practice/ meet performance.
19. Practices good self-talk during all practices and meets.
20. Uses team goals, teammate's goals, position as a role model, etc. to get the most out of yourself and your teammates.
21. Understands that focusing on solutions is far better and more productive than focusing on problems.
22. Willing to use all resources and tools to improve performance and self-development.
23. Understands the importance of trusting, supporting, and advocating for yourself, your teammates, the training, your coaches, and the team.
24. Above all commits to doing everything within your power to reach your goals and maximize your own potential through personal growth.

****Starting with the 2018-2019 SCY Season, the following standards will be used to determine new swimmers to be invited to join the National Group:**

Minimum Age: 14 for girls/ 15 for boys

Attendance: Must maintain 87% attendance for the previous year (Sept-July)

Performance: 15 and Over Swimmers- 6 events above 600 power points; 14 and Under Swimmers- 6 events above 650 power points

IMX: 15 and Over Swimmers- 3200 for the previous season; 14 and Under Swimmers- 3500 for the previous season

Base Training Interval:

Freestyle Male 1:05/ Female 1:10

IM Male 1:15/ Female 1:20

Kick 1:40

(Swimmers should be able to train at this interval not just “make it.”)**

Throughout each individual's progression and development as members of Phoenix Swimming, coaches will be reassessing group placement based upon a number of factors including providing the most ideal training environment (considering both ability and the importance of social networks). Also, as coaches, we reserve the right to make sure we are providing each swimmer with every opportunity to improve their skill level without “over training” and jeopardizing the ultimate long-term goal of excellence in the pool and in character. Any training and competition decisions are made by the coaches and will be made with every swimmer's best interest in mind.

All swimmers should plan on arriving to practice no earlier than 15 minutes before their scheduled practice time and should plan on being picked up no later than 15 minutes after their practice is over. While swimmers are at the pool(s), we as coaches are responsible and we ask that all swimmers remain on deck until parents/ guardians have arrived unless granted permission by a coach. While we are at our training facilities, we are guests and we ask that all representatives of Phoenix Swimming respect this privilege.

Finally, because training sessions are the most important aspect of competitive swimming and are the main time we as coaches can reinforce the team mission statement and team building, we are strong believers of swimmers attending as many of their groups practices as possible if they want derive the full benefits of the program. Consistent training is needed and essential. The least amount of interruption in training will produce the opportunity for the greatest amount of success. Pool availability is our most limiting factor and we ask that you please do not waste it.

Apparel and Equipment Orders:

Our apparel and equipment sizing and order night is scheduled for Tuesday September 20th from 6:00-8:00pm.

We are working on updating the team store online with a new vendor. We will remain with Arena for our team suits, warm-ups, parkas, and bags. For returning members, the team suit, navy shirt, and royal shirt will remain the same and will not need to be purchased if already owned. The white team shirts were included in your team registration fee. Once set-up, the team store will be accessed through the link on our team's website and we will email everyone the link.

We will give a deadline for both apparel and equipment orders once everything is set-up.



Practice Schedule September 22nd -May 21st

Novice:

Wednesday 5:15-6:15pm

Friday 5:00-6:30pm

Sunday 9:15-10:30am (@ Lawrence Boys and Girls Club)

Age Group I:

Monday 5:15-7:30pm (Dryland 5:15-6:00pm)

Wednesday 5:15-6:15pm

Thursday 5:15-7:45pm (Dryland 5:15-6:00pm)

Friday 5:00-6:30pm

Sunday 9:15-11:30am (@ Lawrence Boys and Girls Club)

Age Group II:

Monday 5:15-7:30pm (Dryland 5:15-6:00pm)

Tuesday 6:00-7:45pm

Wednesday 6:00-7:30pm

Thursday 5:15-7:45pm (Dryland 5:15-6:00pm)

Sunday 9:15-11:30am (@ Lawrence Boys and Girls Club)

Junior:

Monday 5:15-7:45pm (Dryland 5:15-6:15pm)

Tuesday 6:00-7:45pm

Wednesday 5:15-7:45pm (Dryland 5:15-6:00pm)

Friday 5:15-8:30pm (Dryland 5:15-6:15pm)

Saturday 5:45-8:00am

Sunday 7:15-9:30am (@ Lawrence Boys and Girls Club)

PreNational I:

Monday 7:30-9:30pm

Tuesday 5:00-8:00pm (Dryland 5:00-6:00pm)

Wednesday 6:00-8:00pm

Thursday 6:30-9:30pm (Dryland 6:30-7:30pm)

Saturday 5:45-9:30am (Dryland 8:15-9:30am)

Sunday 7:15-9:30am (@ Lawrence Boys and Girls Club)

PreNational II:

Monday 7:15-9:30pm

Tuesday 5:00-8:00pm (Dryland 5:00-6:00pm)

Wednesday 6:00-8:00pm

Thursday 5:15-8:45pm (Dryland 5:15-6:15pm)

Saturday 5:45-9:30am (Dryland 8:15-9:30am)

Sunday 10:15-1:00pm (@ Lawrence Boys and Girls Club)

Senior:

Monday 7:30-9:30pm

Tuesday 6:30-9:30pm (Dryland 6:30-7:30pm)

Wednesday 7:30-9:30pm

Thursday 6:30-9:30pm (Dryland 6:30-7:30pm)

Saturday 5:45-7:45am (@ Lawrence Boys and Girls Club)

Sunday 11:15-1:00pm (@ Lawrence Boys and Girls Club)

National:

Monday 7:15-9:30pm

Tuesday 6:30-9:30pm (Dryland 6:30-7:30pm)

Wednesday 7:15-9:30pm

Thursday 5:15-8:45pm (Dryland 5:15-6:15pm)

Friday 6:15-8:30pm

Saturday 5:45-9:30am (Dryland 8:15-9:30am) (Swim @ Lawrence Boys and Girls Club)

Sunday 10:15-1:00pm (@ Lawrence Boys and Girls Club)

Mornings will be added at the Lawrence Boys and Girls Club starting in October (Tuesday/ Thursday 5:00-6:45am)



Roles of Phoenix Swimming Members:

Due to many instances in the past year both nationally and specifically at NE Swimming events, USA Swimming is encouraging all teams to promote healthy, safe, and appropriate relationships between swimmers, coaches, and parents. The following definitions of roles comes directly from the recommendations of USA Swimming. We have not had many issues and I do not expect there to be issues; however, I do understand the need to define the roles and expectations of all members of the team in light of recent events. I do want to reiterate that if we are asking the swimmers to hold themselves to a higher standard then as coaches and parents we need to do so as well.

Coaches Role-

All PHX coaches must meet high criteria set forth by USA Swimming. Each coach is a certified lifeguard and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. PHX coaches have also passed a background check. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and Phoenix Swimming.

PHX coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values. The foundation of the relationship between coaches and team families stems from the goals of the swimmer and the trust that choices will be made with the team/ swimmer's best interest in mind.

Parent/Guardian's Role-

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials and other teams.

Parent Code of Conduct

As a Parent on Phoenix Swimming, I will abide by the following code of conduct:

- Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment & Hard Work.
- As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of a coaches shift or after the conclusion of his/her coaching day.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of

my child, other swimmers, parents, officials & the coaches at meets & practices.

- Maintain self-control at all times & know my role.

****Swimmers – swim, Coaches - coach, Officials – officiate, Parents –parent****

- Enjoy involvement with Phoenix Swimming by supporting the swimmers, coaches & other parents with positive communications & actions.
- During competitions, questions or concerns regarding decisions made by meet officials or problems with the results are directed to a member of our coaching staff only. At no point should a parent be on deck unless they are assigned to or are volunteering to time. This is for the safety of the athletes, as well as, to maintain the required status for the host team's insurance.
- As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.

As members of Phoenix Swimming, parents need to abide by the above terms and condition of Phoenix Swimming in exchange for the privilege of their child(ren) to participate in the activities and swimming program of Phoenix Swimming.

If parents conduct themselves in such a way that brings discredit or discord to PHX, or USA Swimming, they are subject to disciplinary action on either a club level or an organizational level through NE Swimming/ USA Swimming. PHX maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

As with the swimmers, we expect all parents to represent Phoenix Swimming with the utmost respect and sportsmanship.

Swimmer's Role-

The primary role of our swimmers is to put forth their best effort to improve themselves and to be active participants in the betterment of Phoenix Swimming. Your attitude, demeanor, self-respect, and respect of others is contagious and does impact your team mates. While a member of Phoenix Swimming, you are not only responsible for your level of success as an individual but you play a vital roll in the accomplishments of your teammates. This is not a power that we want our swimmers to take lightly. Trust, accountability, loyalty, and friendship are all benefits of forming this relationship with your teammates.

At all times, swimmers need to remember that they are representatives of not only Phoenix Swimming, but also Matt and myself.

Swimmer Code of Conduct

As a swimmer & member of Phoenix Swimming (PHX), I will abide by the following code of conduct:

- I will conduct myself with dignity and respect for others and for the property of others.
- I will be on time for practice, training sessions, and meets and if I cannot be, I will communicate with my coaches.
- I will comply with all team rules.
- As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff member, swimmers I will leave the PHX team area in a neat & clean condition at the conclusion of each practice session. I understand this also applies to pool locker/rest rooms, bleacher areas, meet pool decks, etc.

- I will practice and teach good sportsmanship.
- I will promote positive team spirit and morale.
- I will offer congratulations and encouragement to his/her opponents.
- I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of PHX spirit.
- I will follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
- I will respect the rights and space requirements of other groups using the swimming facility.
- I will follow the Code of Conduct at home, at away events, and in all areas of my life because I understand that I am always representing PHX.

Prohibited Behavior:

I understand that at no times will the following be accepted:

- Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco)
- Being in the presence of illegal or unacceptable behaviors (underage drinking, drug use, tobacco use, bullying, hazing, etc)
- Destructive behavior
- Inappropriate or unruly behavior, including fighting or striking another athlete
- Inappropriate language (swearing or derogatory comments) or lying
- Stealing and vandalism
- Bullying or isolating another swimmer
- Interference with the progress of another swimmer during practice or at any other time

Consequences for Violation of the Code of Conduct:

This code shall be in force for all PHX swimmers during practice, during swim meets, and at events sponsored by, or in which, PHX is represented. Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, push ups, etc., being sent home from practice or meets at the parents' expense, suspension from the team, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the coaches deem necessary if a member fails to adhere to the Code in part or in whole.

Safety and Behavior

Phoenix Swimming owners reserve the right to terminate the membership of any individual whose behavior places the PHX in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times.



Phoenix Swimming Fundraising:

PHX is a coached-owned organization. We do our best to keep our yearly tuition as low as possible, but in order to purchase and maintain our equipment we must engage in fundraising. We will offer multiple opportunities for fundraising; however, these opportunities are only successful with full team participation.

For the 2017-2018 season PHX will host a Swim-A-Thon in June. Participation in this event is mandatory for all swimmers. This was our largest fundraiser last season and does reinforce the message that the swimmers play a vital role in the team's success. Other possible fundraising opportunities include a team yard sale, host meets/ events (movie nights/ comedy nights), a team raffle, car wash, Scrip program, grocery store card program, Ink cartridge/ can and bottle recycling, restaurant nights, etc.

Social Activities/ Team Events:

Throughout the year, we will schedule activities and events for the swimmers. We are always open to and seeking ideas as well as host families for specific events. The list below gives you an idea of activities we will do with the kids.

September: Beach Day/ Getaway Weekend

October: Halloween Parties/ Training Group Events

November: Parent Social/ Movie nights

December/ January: Phoenix Challenge/ Holiday Parties (Secret Snowman)

February: PreChamp Dinners/ Parties

When we are organizing events, we do have to not only take into account the schedule of our swimmers and their families, but we also need to look into facility schedules, number limitations, coach availability, etc. It is our goal to have a tentative monthly schedule out by the 15th of the previous month and to have all details out to the team 2 weeks in advance of the event.

Lost and Found:

You are strongly encouraged to label all of your swimmers equipment and apparel. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be kept for 30 days and then if not claimed donated to a local charity. Periodic updates of items we have in lost and found will be sent out to the team. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. Phoenix Swimming or any of our facilities are not responsible for lost or stolen items.



Team Communications:

Website

PHX's primary methods of communication are e-mail and the team website, www.phoenixswimming.com. The website includes practice and meet calendars, news and events and will be where we post important articles for parents and swimmers. When the site is updated, we will send an email to the team notifying them of updates.

We do encourage open communication. Please feel free to email coaches at phxswimming@gmail.com or we can be reached by phone/text at 978-689-5119 (Lori)/ 603-475-8730 (Matt).

E-mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, practice changes, etc. Be sure to keep your e-mail address current. All emails this season will be sent through the website so please make sure all email addresses for which you would like to have team communications are listed on your team accounts.

Twitter/ Facebook

Social media has become an important part of immediate communications. Our team Twitter and Facebook pages will be updated with information related to team events and the accomplishments of our swimmers. Important reminders or upcoming events may also be posted. Weather cancellations are also sent out over social media as well.

Text Messaging

Text messaging will be used for drive time-sensitive messages, such as pool closures or weather cancellations. All cell phone numbers that are listed under the "SMS" on your team website account will receive team texts.

Occasionally coaches need to communicate with their swimmers about urgent matters. Your swimmers often text us in respect to a number of things. We know it is vital to keep this line of communication open to our swimmers.

Parent Meetings

Matt and I are available at times to have meetings with individual swimmers/ families. We will be accommodating as we can be but we are not willing to be pulled off deck for meetings during practice time.



Short Course 2017-2018 Meet Schedule

September 30th Athlete Stroke Clinic with Connor Jaegar @ Brandeis University

Sign up is first come/ first serve through NE Swimming Website (Check daily but listed as September 1st)

October 1st New England Swimming Awards Banquet @ Newton Marriott (Check daily but listed as September 1st)

October 14th -15th NSSC Specialty Meet with Distance @ Salem State University

All 13 and Over Swimmers

Notification Deadline: Monday August 28th by 12:00pm

October 21st -22nd PSC Specialty Meet @ Acton-Boxboro High School

All 12 and Under Swimmers

Notification Deadline: Monday September 11th by 12:00pm

November 3rd -5th CRA Team Specialty Meet @ Simmons College

ALL GROUPS

Notification Deadline: Monday September 25th by 12:00pm

Possible Travel Meet (Early November)

November 17th -19th NSSC Team Specialty with Distance @ Salem State University

ALL GROUPS

Notification Deadline: Monday September 25th by 12:00pm

December 6th -9th USA Swimming Winter Junior Nationals Championships @ University of Tennessee
Qualifiers

December 8th -10th Bowdoin Open @ Bowdoin College

Qualifiers

Notification Deadline: Saturday September 30th by 5:00pm

December 8th -10th Kingfish Specialty with Distance @ Roger-Williams University

Non-Bowdoin Qualifiers

Notification Deadline: Monday October 16th by 12:00pm

December 14th -17th NE Seniors SCY Championships @ WPI

Qualifiers

December 27th SSC Distance Meet @ The Egan Center (Milton, MA)

Select Swimmers

Notification Deadline: Friday November 3rd by 5:00pm

Possible Travel Meet (January)

January 26th -28th NSSC Trials and Finals Meet @ Salem State University

Swimmers not attending IMX Meet Notification Deadline: Wednesday December 6th by 12:00pm

January 26th -28th Eastern Zone IM Extreme Games @ University of Maryland

Qualifiers

Notification Deadline: Monday December 4th by 5:00pm

February 9th-11th New England Regionals Championship @ TBD
Qualifiers

February 24th -25th New England 10 and Under SCY Championships @ University of New Hampshire
Qualifiers

March 2nd -4th New England 15-18 SCY Championships @ WPI
Qualifiers

March 11th-14th New England 11-14 SCY Championships @ Boston University
Qualifiers

Sectionals Level and National Age Group Travel Championship Meets

March 23rd -25th NHSA Championships @ Upper Valley Aquatic Center
ALL GROUPS Notification Deadline: Monday February 5th @ 12:00pm

*This meet schedule is subject to change and is contingent upon lottery approval held by NE Swimming.
**We do not permit swimmers to enter meets individually without permission. Swimmers should plan on attending the above listed meets. If there is a scheduling conflict, coaches need to receive an email at phxswimming@gmail.com prior to the deadline to avoid meet fees. The assumption will be that swimmers will be attending meets.



Phoenix Swimming Facility Guidelines:

Our athletes' safety is a top priority at Phoenix Swimming. We are a guest of the Cedardale Athletic Club and Lawrence Boys and Girls Club and the use of these facilities is a privilege. Listed below are some practical guidelines for the use of the facilities available to the club, to include the locker rooms, pool, parking lots, etc. We risk losing the right to use these facilities if all members do not follow the rules listed below.

Locker rooms:

1. If a child is over the age of 5 years old, they may use the appropriate locker room for gender (without parent). There is an individual bathroom available at both pools if your child wants a parent to assist them in the locker rooms.
2. Swimmers should not linger in the locker rooms. Before practice, swimmers should change clothes and meet their coach as soon as possible. After practice, swimmers should quickly shower, get dressed and meet their parents.
3. Parents of the same gender should only enter locker rooms in an emergency situation. There is limited space in the locker room and we ask that you please respect the privacy of the athletes who are getting dressed after practice. If your child is taking too long to get out of the locker room, open the door and encourage them to get dressed quickly.
4. The coaches of the same gender may walk through the locker rooms before and after practice to ensure that horseplay or nothing out of the ordinary is occurring.
5. Parents/ Swimmers should report any suspicious activity to any Phoenix Swimming staff member or Cedardale Aquatic Center Staff member.
6. There is no food permitted in the locker rooms at any time.
7. Cell phones and cameras should not be used in the locker rooms at any time.
8. Swimmers should not be leaving their belongings in the locker room during practice. All swimmers should be bringing their belongings out to the pool with them. Please remember that Phoenix Swimming nor our facilities are responsible for lost items.

Pool Lobby:

Refrain from playing any games that interfere with the normal flow of traffic in and out of the building. Swimmer back packs should be stored in the appropriate area designated by your coach. At all times, Phoenix Swimming members should be mindful and respectful of Cedardale members and patrons. The office, area behind the desk, and workout facilities at Cedardale are off limits to all Phoenix Swimming members (including parents). Swimmers and Parents should not be entering the facility unless a coach is present.

At the Lawrence Boys and Girls Club, we need to remember that we are renting the pool and need to be respectful of the facility. We have access only to the pool and to the locker rooms. Locker rooms should

only be entered and exited from the pool deck. There are doors from the locker rooms into the remainder of the club. **THESE DOORS SHOULD NEVER BE TOUCHED!!!** If those doors are opened, the security alarms will go off and we will be charged. More importantly, we will be at high risk of losing our rental agreement. Even if there is another event at the club, we do not have access to any other part of the club (this includes swimmers and their family members). Please remember to only enter through the back pool door.

Parking (Aquatic Center):

If you are going inside the building to pick up your swimmer, park in one of the parking spots. The circle drive in front of the pool is a fire lane for both the Aquatic Center and the Amusement Center. The circle is not permitted for use for drop-off prior to practice (should be ok to use after 7:30pm). Swimmers may be picked up in the circle but please be patient and drive slowly. Never leave your car parked or unattended in the circle drive. The speed limit for all driveways and parking lots for is 5mph.

Parking (Lawrence Boys and Girls Club):

The street address of the Lawrence Boys and Girls Club is 136 Water St. Lawrence, MA. Since the Lawrence Boys and Girls Club is closed most Sundays, we will be entering through the pool door in the back of the building. No one is permitted to enter the club through the front door. There is a loop behind the building for drop off and pick up. This, however, is a fire lane. Per our contract with the Boys and Girls Club, one coach must park behind the building so that any additional first aid supplies can be readily accessible. **Parents may not park along the back of the building on either the building side or river side of the road** (you may remain in your car to wait there during pickup, but can not park there). There is a large parking lot in front and a number of spaces along the side of the building for parking. The only exception to this is when there is no parking due to volleyball or basketball tournaments. Please limit your speed when dropping off and picking up since the road behind the building is narrow. If we need to constantly monitor that no one is parking along the back of the building, it will take our attention off of coaching the kids.

Summer Month Guidelines:

During the summer months (mid June to beginning of August) when the Aquatic Center is being used for camp, we need to make the following changes to how we enter and exit the pool. These procedures apply only when camp is in session.

Enter/ Exit Procedure Changes:

These changes are necessary in preparation for the summer camp and outing season at the Aquatic Center. All of the changes were decided upon to best limit traffic/ people congestion at the front door, provide the safest situation within the traffic circle, limit the area in which we utilize to best ensure cleanliness, limit the area in which Matt and I are responsible for cleaning, and to best serve the needs of both us as a team renting and the facility. This will be explained to the swimmers, but please read all instructions below so that we can have the smoothest transition possible and to ensure that our relationship with Cedardale is not jeopardized.

All swim team members should not be arriving more than 15 minutes prior to their practice start time. Swimmers and parents should not be entering the facility without a coach present. All team members should also leave the facility within 15 minutes after practice time. Since the facilities are both being used prior to the time we are in the pool, it is important to note that if you arrive more than 15 min prior to your scheduled practice time, you will not be allowed to enter.

At the Cedarland Aquatic Center, all swim team members (swimmers and parents) should be entering and exiting through the back gate (continue to drive SLOWLY to the end of the parking lot and take a right the parking lot will continue along the fence and the drop-off/ pick-up gate is at the end). With camp starting, we are not allowed to enter the gated area until our scheduled practice time. All drop-offs and pick-ups should be done at this gate. If parents are waiting during practice, they should park in the spaces by that gate. Please remember that during the summer months, the Cedarland facility can get extremely busy and there always seems to be young ones in the parking lot, so you need to limit your

speed (5 mph) in the parking lot for everyone's safety. The traffic circle in front of the building should not be used since it is a fire lane for both the Aquatic Center and the Amazement Center.

At Cedardale, all swim team members must stop at the front desk and sign in. Even if you are a member of Cedardale, I ask that you please still sign in since you are using the facility either before or after membership hours. Please be respectful of members and be polite to the Cedardale staff. We are all well aware of how loud you all can get when you're together, so I'm asking that you do your best to restrain yourself when walking through the building. You do need to have a shirt and shoes on when inside the athletic club. When dropping off and picking at the main club, please park your car in any of the parking lots at Cedardale and either have your swimmer meet you at your car or we can have the swimmers contact parents once they make it out to the front door. On some nights, there are other teams that utilize the long course pool with us. While they may be waiting directly in front of the building, I am asking that we do not add to that congestion because it can create an unsafe environment for all the swimmers and the members.

Use of Locker rooms:

Parents and swimmers should only be entering the Aquatic Center building to use the locker rooms. There is no access to the locker rooms prior to 5:30pm so swimmers should arrive in their bathing suits. Please have your swimmers fill their water bottles and go to the bathroom prior to arriving at practice. Since Matt and I ask are responsible for cleaning after practice, we are limiting locker room time to 10 minutes. We have been relatively relaxed about this rule for certain practices but it should be something swimmers are getting accustomed to by now. The time of your practice does not matter since we want everyone in the habit of only spending 10 min in the locker rooms.

No food is allowed in the locker rooms at any time. At the Aquatic Center all your belongings should be kept under the tent closest to the playground so that we can have a better idea of which lost and found items belong to our team. We ask that swimmers do not bring their equipment bags into the Aquatic Center building since you will be using the back gate to exit anyways. When we are out at the main pool, all your belongings should be placed under the Morton building at the far end of the pool (by the outdoor locker rooms). When you are there with the swim team, please use the outdoor locker rooms only.

Use of Facilities:

We ask that all parents who are watching practice please remain on the side of the pool closest to the basketball court. This limits how much of the pool deck Matt and I are responsible for organizing and cleaning and it also allows the outing staff to best be able to give tours of the facility.

While we are at the Aquatic Center, we are only technically renting the pool. Please do not use the basketball hoops or the playground.

No one should be waiting in the Aquatic Center building during practice. They have campers who stay after hours and the camp staff will still be working while we are there. We have had repeated incidents of parents sitting in the office or behind the desk at the Aquatic Center. This is the type of thing that jeopardizes our contract and good standing with Cedardale. No parents or swimmers should be in the office, sitting on the desk, in the closet next to the desk, or behind the front desk at any point.

Last year we had problems with parents of swim team members using the workout area at Cedardale. This is not permitted and will lead to your swimmer not being able to train at the main club. If you are interested in using any of the facilities at Cedardale, please speak with the membership department about joining.

Weather Protocol:

Finally, with training outdoors we have to take into account the weather. We will always have practice unless you receive an email in advance.

If there is only thunder, the pool needs to be cleared. In the event of lightning, everyone must enter either the Aquatic Center building or the main club at Cedardale. The only exception to the pickup and dropoff rule above is when there is lightning. For the safety of the swimmers, they will be picked up at the front door of the aquatic center. We will always plan on waiting out the storm and keep the kids busy. Swimmers should keep dryland attire, sneakers, sunblock, and bug spray in their swim bags so that they are prepared for any weather.



Required Forms:

The following forms need to be submitted to maintain your membership with Phoenix Swimming. All these documents were completed as part of your online registration but are included below for reference.

Electronic Communications Policy

Action Plan to Address Bullying

Team Travel Policies

As a USA Swimming Club, we are now required to keep these signed documents on file. All these forms have been promoted and approved by USA Swimming and are needed in order to maintain our team membership.

The Electronics Communications Policy and Action Plan to Address Bullying are both written by and promoted by USA Swimming Safe Sport Initiative. They are both now mandatory in order for us to be granted our team membership. The goal of both documents is to protect all members of USA Swimming including athletes, coaches, and club owners.

The Team Travel Policies not only informs us of medical issues/ allergies/ medications of our athletes, but also grants us permission to take responsibility of your swimmer(s) when they travel with us. In listing medical conditions please specify if you have multiple swimmers on the team/ form. Medical information and emergency contact information will be kept in a secure location at the pool in case of emergency. Please make sure if there are changes to your swimmer's health, medical conditions, medications, etc. that you notify us through email at phxswimming@gmail.com or in writing so that we can keep our files up to date.



Electronic Communication Policy of Phoenix Swimming

PURPOSE

Phoenix Swimming (the “Club”) 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 Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

Electronic Communication

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:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach or parent, the guiding principle to use in communication is to ask:

- “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?”
- “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”
- “Is this something I would feel comfortable with if it were on the front page of my local newspaper?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent**, **Accessible** and **Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your 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 Club’s records. Whenever possible, include another coach 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. This includes word choices, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6am until 10pm (unless in case of emergency).

For all members of Phoenix Swimming, the texting of inappropriate language, use of profanity, divulging of personal and private information of another individual without their consent is inappropriate behavior.

Use of Cell Phones and Electronic Devices

Under no circumstances will cameras be allowed in the locker rooms or other changing areas. If your cell phone has a camera device, it may not be used in the locker rooms, behind the blocks at meets, or on deck in Camera Free Zones.

Consequences

Any violation of this policy is subject to disciplinary action ranging from verbal warning to expulsion from the club (without refund). Consequences will be based on severity of violation and recidivism. Consequences will be at the discretion of the Head Coach.

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 Phoenix Swimming to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Phoenix Swimming (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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 or mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and educate all coaches, parents and swimmers of the types of behaviors that constitute bullying.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that Phoenix Swimming takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct defines bullying in 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:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (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:

- Talk to his or her parents;
- Talk to a Club Coach;
- Write a letter or email to the Club Coach or other designated individual;
- 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 club 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.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to 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. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
2. **Then, we determine if it's bullying.** There are [many behaviors that look like bullying](#) but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. 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.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. **Support the kids who are being bullied**
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. 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. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.

- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times 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.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. 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.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. 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."
- d. Set a good example by not bullying others.
- e. 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 Phoenix Swimming

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 club or LSC.

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. 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)
- d. 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)

Section 2 – USA Swimming Recommended Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should 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.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be of similar age.
- d. 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).
- e. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- f. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews shall be established by the team or LSC staff each day of the trip.
- h. 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.
- i. The directions & decisions of coaches/chaperones are final.

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

Section 3 – Team Policies

The following, organized by topic, is a bullet-point list of additional travel policies adopted by Phoenix Swimming. These policies are often trip specific and details of each will be discussed with all attendees and their parents.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Abide by the rules set in the electronics communications policy and understand that the use of cameras and cell phone cameras need to be under the consent of all involved
- d. We will have cell phone and computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."
- e. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- f. 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.
- g. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- h. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- i. Team members will refrain from inappropriate physical contact at team activities and events.
- j. Team members will refrain from the use of inappropriate language.
- k. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- l. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Phoenix Swimming. Athlete behavior must positively reflect the high standards of Phoenix Swimming.

Disciplinary Action

Failure to comply with the policies in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- i. Dismissal from the trip and immediate return home at the athlete's expense;
- ii. Disqualification from one or more events, or all events of competition;
- iii. Disqualification from future team travel meets;
- iv. Financial penalties;
- v. Dismissal from the team; and/or
- vi. Proceedings for a LSC or USA Swimming National Board of Review.

I hereby give permission to the swimmers above to travel with Lori Paszko, Phoenix Swimming and any other affiliated coaches. Moreover, I authorize the aforementioned parties to seek and administer any medical care which they deem necessary to my son/daughter/children listed on this form.

Release of Liability

As a Parent/Guardian of a Phoenix Swimming (PHX) member, I hereby release PHX, its employees, volunteers and any facility used by PHX from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the PHX swim program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by PHX.

_____ **Completed Electronically with Registration** _____
Parent/ Guardian Signature

Date