



TEAM HANDBOOK

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NJB SWIM TEAM PHILOSOPHY

The North Jersey Barracudas competitive swim team philosophy stresses more than just training athletes. NJB strives to make the team a comfortable social and educational environment in which to grow. The athletes in this program are expected to display team fellowship and spirit, devotion to team goals and values, and good sportsmanship. NJB swimming is a quality, value-instilling program that promotes fitness, discipline, time management, personal responsibility, positive self-image and most of all the time-proven idea that “hard work pays off”.

NJB swimming emphasizes a long-term approach of gradually increasing degrees of commitment for each athlete. In the Age Group program, technique is continually stressed and emphasis on training skills is added progressively with the goal of maintaining good technique while training. The team offers a variety of training groups with a variety of commitment levels ranging from local to National level emphasis.

NJB is more than just a swim team. It is a community of swimmers, coaches, and parents who all contribute to, and are responsible for, the growth and well-being of the team and its’ swimmers.

- **Become better leaders and supporters:** Learn the give-and-take necessary to work toward the common good.
- **Develop specific skills:** Acquire new knowledge and ways to grow in *spirit, mind, and body*.

USA SWIMMING & SAFE SPORT

Philosophy/Vision

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

USA Swimming Communication Policy

The North Jersey Barracudas (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.

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.

Travel Policy

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. For this reason, athlete's participating in overnight competitions will travel with and be supervised by their parent/legal guardian.

These USA Swimming Required Policies must be adhered to:

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
5. During team travel, when/if doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
6. 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.
7. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be

the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

8. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. 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).
10. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
11. 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.
12. The directions & decisions of coaches/chaperones are final.
13. 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.
14. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
15. 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
16. Be quiet and respect the rights of teammates and others in hotel
17. Be prompt and on time
18. appropriate behavior in public facilities
19. All team members, team staff, and parents of minors will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
20. 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.
21. The possession or use of alcohol or tobacco products by any athlete is prohibited. d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
22. No "deck changes" are permitted. Athletes are expected to use available change facilities.
23. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the North Jersey Barracudas. Athlete behavior must positively reflect the high standards of the club (or LSC).
24. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to disqualification from one or more events, or all events of competition; disqualification from future team travel meets; dismissal from the team; and/or proceedings for a LSC or USA Swimming National Board of Review.
25. Swimmers are to refrain from inappropriate physical contact at team activities and events. c. Swimmers are to refrain from use of inappropriate language.

Bullying

Bullying of any kind is unacceptable at NJB (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, board member or athlete/mentor.

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

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

1. Talk to your parents
2. Talk to a Club Coach
3. Write a letter or email to the Club Coach, Board Member, or other designated individual
4. Make a report to the USA Swimming Safe Sport staff. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate 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.

Reporting of Misconduct

If at any time you witness any conduct which is cause for concern, you should act immediately.

When making the decision to report a concern you have, it can often feel intimidating and overwhelming. Please use these guidelines to help you on the first step "Where do I report?" Please use the provided links which will additionally help you get in touch with the appropriate people.

If your concern deals with any of the following:

- Sexual Misconduct
- Sexual Harassment
- Sexually Explicit/Inappropriate Communication through Social Media

Please contact the U.S. Center for Safe Sport to make a report. Use the [online reporting form](#), call (720) 524-5640, or find more information at www.safesport.org.

If your concern deals with any of the following:

- Criminal Charges
- Use, Sale, or Distribution of illegal drugs
- Physical Abuse
- Inappropriate Touching
- Lap Sitting
- Coaches sharing hotel rooms with Athletes
- Rubdown or Massage performed by coaches
- Pictures or video taken in locker rooms or changing areas

Please contact Liz Hoendervoogt hoendervoogt@usaswimming.org or Susan Woessner swoessner@usaswimming.org at the National Office or complete the online reporting form. [LINK TO ONLINE REPORTING FORM](#)

If your concern deals with any of the following:

- Fraud
- Deception
- Recruiting

Please make a report through your Zone Board of Review by referencing our [Zone Directors List](#)

If your concern deals with any of the following:

- Peer to Peer Bullying

- Adult to Athlete Bullying
- Parent Issues
- Violations of team rules and team code of conduct

Please make a report to your team. We have provided a [proposed letter of correspondence](#) to assist you in beginning this process.

MANDATORY REPORTING RULE, ARTICLE 306: SEXUAL MISCONDUCT REPORTING REQUIREMENTS

.1 It is every member’s responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming’s Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

.2 No member shall retaliate against any individual who has made a good faith report under 306.1.

.3 False reporting of sexual misconduct made in bad faith is prohibited.

.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.”

TEAM FEES

All fees are non-refundable, regardless of reason. All participants signed a Financial Obligation Agreement when registering.

Deposit

- Due at joining
- Includes swimmers annual USA Swimming registration fee
- Offsets credit card processing fees.
- Offsets coaches travel to meets

Group Fee

- Varies by practice group
- Economical at less than \$4 per hour.
- Sibling discounts available.
- Installment plans available.

THE NJB BARRACUDAS COACHING STAFF

Nothing has a greater influence on the quality of children’s sports than the excellence of the coach. The NJB Swimming staff consists of trained coaches. Our coaching staff provides the assurance that the time your children spend in the sport of swimming will be quality time.

Our coaches are accomplished and experienced, USA, and ASCA certified, and participate in annual training to continue to grow as coaches. Complete biographies of our coaching staff, along with their email addresses, are available on our website.

PRACTICE GROUP STRUCTURE

NJB Swimming uses a “progressive” age group program designed to develop each child physically, mentally and emotionally in a systematic fashion. A well-defined long-term approach of gradually increasing degrees of challenge and commitment is essential to reach peak performance levels at a swimmer’s physiological prime.

The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. Fun is emphasized at this level. In the later years, more demanding physical and psychological challenges will be introduced to the training program. In this respect, “too much too soon” is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible with respect to abilities, commitment levels and goals.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer’s physical, mental and emotional development.

The *North Jersey Barracudas* offers training and practice groups for swimmers of all ages and ability levels. It is our goal to offer age specific training for all of our athletes, geared towards challenging each individual and developing them to the best of THEIR abilities. The descriptions below are basic guidelines for the various groups. Coaches of each group will assess the needs of the swimmers and challenge them to reach their potential.

Junior 1 (ages 7-10, approximately): Our entry-level group for our younger swimmers. This group emphasizes learning the four strokes, starts, and turns. Workout Days/Times: 4 days (about 6 hours) per week.

Junior 2 (ages 9-12, approximately): For younger swimmers who are fairly proficient in the four competitive strokes, but still require technical guidance. Workout Days/Times: 4 days (about 6 hours) per week

Intermediate 1 (ages 11-15, approximately): This is a technique driven group for our Pre-teens. This group is exposed to training for the first time. Workout Days/Times: 5 days (about 9 hours) per week

Senior (ages 14-18, approximately): Athletes entering the Senior group must display a strong desire to perform at the highest level they are capable of. Training is geared towards individual talents, although a strong aerobic endurance factor is present. Athletes in this group are directed towards making Sectional Time Standards. Workout Days/Times: 6 days (about 12 hours) per week

TRAINING/COMPETITION SEASONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the levels. Therefore, it is important that each swimmer attend as many practice sessions as is recommended in order to gain the full benefits of the program.

Short Course (Fall/Winter) - The winter or short course* season begins in early September and to the middle-end of March. It is the longer of the two competitive seasons and serves as the major focus for most teams and swimmers.

**The term Short Course means that the athletes are training and competing in a 25-yard (or 25-meter) pool.*

Long-Course (Spring/Summer)- The summer season training philosophy is in many ways similar to that of the Winter Season. The season is only 13 weeks long (beginning in early May and continuing to the beginning of August), requiring that training ideals be condensed when it best serves the athlete and the team. During this time, teams begin to train for Long-course or Olympic type competitions. The practice schedules usually do not change until area schools are out for summer break at which time the practice schedules would be adjusted to accommodate our swimmers and their families.

Long Course is very different from Short Course; swimmers should not expect their times to be the same as the one’s they achieved in Short Course. There are many factors that contribute to these (apparently) slower times,

like the swimmers not benefiting from pushing off the wall on turns, and more. Aside from those, long course is, well, LONGER. Check out these comparisons:

50 Meters is about 55 yards

100 Meters is approximately 109 yards

200 Meters is nearly 219 yards

To enter meets, we upload an electronic "Meet File" that was created by the meet host. That is what you see in our system when you pick your events. That file can be set up in any number of ways; to accept only LC times, to convert all best times to LC, and more. Depending on how the meet was set up, any of those can be displayed. If you see an "L" at the end of a time, it is a long course time; if there is an apostrophe after that, the time was converted from a short course time:

1:53.33L- this is long course time achieved at a long course meet.

1:53.33L'- this is a time achieved at a short course meet that's been converted to a long course time.

The times posted on the meet's heat sheets can be any combination of these times, so it's better to look for your swimmer's best long course time in that event on the OnDeck app to truly compare how they did.

PRACTICE AND ATTENDANCE POLICIES

As an athlete's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to be "Senior Swimming bound." As swimmers improve, there is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice. They are required to bring specified training equipment to workouts (i.e., goggles, fins, paddles, etc.). It is the athlete's responsibility to make sure these items are properly adjusted and that spares are available. Please do not use equipment adjustment and repair as an excuse to miss part of a training session!

Practices:

1. All swimmers should come equipped with a combination lock, or bring their personal items on deck with them; the North Jersey Barracudas cannot be held responsible for anything missing from the lockerroom. While our Barracudas swimmers must demonstrate respect & responsibility when in the building, this is especially necessary in the Locker Rooms. Any swimmer found in any other areas or "horsing" around anywhere in the facility could be excused from practice.
2. Swimmers of all ages are encouraged to use the bathroom before and after practice, not during.
3. Swimmers should arrive at the pool about 15 minutes prior to their workout time (unless otherwise instructed). They should be picked up no later than 15 minutes after their practice is over.
4. All athletes should plan on participating in the entire practice. Most practices consist of different elements. Arriving late on a cold winter night, for example, could result in a swimmer missing warm-ups and pulling a muscle during a more strenuous set. The last part of practice is equally as important. Coaches will document partial attendance.
5. During practice sessions, athletes are never to leave the pool area without permission from their coach.
6. Team members who also swim for their high school teams are expected to continue training and competing with NJB. Communicate with your coach about dividing your practice time equitably between the two teams, if necessary.

7. Parents are not allowed on the pool deck during practice sessions unless the event of an emergency. Parents may observe practice from the spectator seating/bleachers above the Natatorium. Please be considerate and keep conversations at a low volume level. Please do not try to communicate with any swimmer during practice unless it is an emergency.
8. Swimmers who are, or become, injured should communicate this to their coach immediately. If the coach becomes concerned that the swimmer's injury may become exacerbated by continuing to practice, or it impedes the training of others in their training group, they may be asked to get out of the water.
9. Swimmers with excessive absences from practices (for any reason) may be suspended from competition until such time that the coaching staff feels they are conditioned properly to safely compete and represent our team.

NORTH JERSEY BARRACUDAS		ATTENDANCE RATE (SWIMMER/PARENT)		
PRACTICE ATTENDANCE/EFFORT OUTCOMES		<35%	35%-70%	>70%
EFFORT (SWIMMER)	1. Minimal Effort <ul style="list-style-type: none"> • Arrive late • Takes time getting started • Frequent trips to lavatory • Leave early • Forgets equipment • Fusses with goggles/caps • Hangs out in back of lane • Apathy; Shows little/no desire to excel/improve • Does not follow coach's input • Does not have any goal(s) or plan to achieve such 	Typical Outcomes: <ul style="list-style-type: none"> • Swimmer should not expect any real progress. • Practices will progressively get more difficult and harder for swimmer to keep up. • Swimmer will not know drills/technique taught • May feel like coach is more invested in swimmers with a greater degree of commitment. • Likelihood for injury greater. • Usually results in low self-esteem regarding sport. • Begins to feel isolated from teammates. • Desire to quit. 	Typical Outcomes: <ul style="list-style-type: none"> • Swimmer should not expect any real progress. • Practices will progressively get more difficult and harder for swimmer to keep up. • Swimmer will not know drills/technique taught • May feel like coach is more invested in swimmers with a greater degree of commitment. • Likelihood for injury greater. • Usually results in low self-esteem regarding sport. • Begins to feel isolated from teammates. • Desire to quit. 	Typical Outcomes: <ul style="list-style-type: none"> • Limited chance of progress and success. • Practices will be challenging • Swimmer may not know all drills/technique taught • Self-esteem regarding sport may ebb and flow. • May not develop bond with lane-mates. • May feel like coach is more invested in swimmers with a greater degree of commitment. • Chances of reaching goals may seem out of reach • Begins to question one's passion for swimming
	2. Average Effort <ul style="list-style-type: none"> • Arrive right on time • Takes time getting in the pool • Occasional trips to lavatory • Usually stays for whole practice • Always has equipment • Fusses with goggles/caps • Usually somewhere in the middle of lane • Shows desire to just get through practice • Attempts to follow coach's input until too fatigued. • Sets goal(s) but not a clearly defined plan- or effort- to achieve them. 	Typical Outcomes: <ul style="list-style-type: none"> • Swimmer should not expect any real progress. • Practices will progressively get more difficult and harder for swimmer to keep up. • Swimmer will not know drills/technique taught • May feel like coach is more invested in swimmers with a greater degree of commitment. • Likelihood for injury greater. • Usually results in low self-esteem regarding sport. • Begins to feel isolated from teammates. • Desire to quit. 	Typical Outcomes: <ul style="list-style-type: none"> • Limited chance of progress and success. • Practices will be challenging • Swimmer may not know all drills/technique taught • Self-esteem regarding sport may ebb and flow. • May not develop bond with lane-mates. • May feel like coach is more invested in swimmers with a greater degree of commitment. • Chances of reaching goals may seem out of reach • Begins to question one's passion for swimming 	Typical Outcomes: <ul style="list-style-type: none"> • Best chance of progress, success, and reaching one's goals. • Practices will be challenging, but manageable • Swimmer will see benefits of drills/technique • Less likelihood for injury. • Improved self-esteem regarding sport. • Develops bond with lane-mates. • Develops bond with coach. • Develops intrinsic motivation- wants to improve through hard work • Develops the understanding of the correlation of hard work and success • Develops a passion for swimming
	3. Maximum Effort <ul style="list-style-type: none"> • Arrive early • First one in the pool • Uses lavatory before/after practice • Stays for whole practice • Always has equipment • Has backup goggles/caps • Usually towards front of lane • Shows desire to excel/improve • Attempts to follow coach's input • Sets benchmarks to achieve goal(s) 	Typical Outcomes: <ul style="list-style-type: none"> • Limited chance of progress and success. • Practices will be challenging • Swimmer may not know all drills/technique taught • Self-esteem regarding sport may ebb and flow. • May not develop bond with lane-mates. • May feel like coach is more invested in swimmers with a greater degree of commitment. • Chances of reaching goals may seem out of reach • Begins to question one's passion for swimming 	Typical Outcomes: <ul style="list-style-type: none"> • Best chance of progress, success, and reaching one's goals. • Practices will be challenging, but manageable • Swimmer will see benefits of drills/technique • Improved self-esteem regarding sport. • Develops bond with lane-mates. • Develops bond with coach. • Develops intrinsic motivation- wants to improve through hard work • Develops the understanding of the correlation of hard work and success • Develops a passion for swimming 	Typical Outcomes: <ul style="list-style-type: none"> • Progress, success, and reaching one's goals likely • Practices will be challenging, but manageable • Swimmer will see benefits of drills/technique • Improved self-esteem regarding sport. • Develops bond with lane-mates. • Develops bond with coach. • Develops intrinsic motivation- wants to improve through hard work • Understands of the correlation of hard work and success • Has a passion for swimming

While success in competitive swimming can be impacted by numerous factors including body type/ physical attributes, mental toughness, desire to succeed, and more, a swimmer's success can be greatly impacted by their training; particularly a swimmer's practice attendance and effort. Swimmers and parents should understand the correlation between these factors, evaluate their goals, and compare them against their effort and attendance. We all have good days and bad; swimmers should go home knowing "I was a 2 today", etc. By being more aware of the impact these factors have on their success, they can begin to better guide themselves towards the outcomes/goals they desire.

COMPETITION AND ATTENDANCE POLICIES

There are predominantly three different types of meets.

Dual meets are when two teams go head to head competing against each other for points. This is a very team oriented effort, and swimmers depend upon their peers to be there and contribute to the team score. Swimmers earn points for their team by finishing in the top places within their events. The team earning the higher points wins. Although individual times count, there is more emphasis on the success of the team in these meets. For this reason, attendance by all swimmers is required. Coaches will create a lineup using swimmers where they will be most competitive against a given team. If extenuating circumstances prevent the swimmer from attending, they should follow team procedures regarding signing out*. We do not typically swim these type of meets.

Invitational meets are when multiple teams compete simultaneously, usually over multiple sessions. These meets can be three hours long, or last for three days. Some are "Open", meaning any swimmer is eligible to compete, and some have "qualifying times" and/or age restrictions, meaning only eligible swimmers may compete. Although some of these are team-scored, this is usually more of an individual outing.

Swimmers will receive an email announcement that the meet is open. At that time, swimmers should edit their commitment by declaring whether or not they will be attending that meet, and also select the events they wish to swim. If they are unsure, a note can be left on the declaration page for the coach to pick. Swimmers and coaches should have an on-going dialogue regarding the events they should be swimming. The coaching staff will then approve or reject entries, and send the teams collective entries over to the host team. At this time, entries cannot be amended, and the swimmer is financially responsible for their meet fees. If a swimmer will not be attending (for any reason), they should notify the coaches that they will be absent.

Championship meets are when multiple teams compete in a setting where swimmers have to achieve certain criteria to be eligible to swim. There are different Championship Meets with different criteria, and these usually take place between February and March. Qualifying swimmers are expected to attend, but if they cannot, they should follow team procedures for declining.

Meet Attendance

Swimmers' meet attendance is tracked all season long. The following guidelines should be followed:

- Competitions are an important part of training; much learning takes place, and valuable team connections are made.
- Although not required to attend all, swimmers are encouraged to participate in meets.
- Swimmers with excessive absences from meets may be suspended and/or terminated from the team.

ILLNESS AND INJURY

Anytime a swimmer experiences an injury or illness during practices or meets, they must notify their coach immediately.

While we emphasize practice attendance, if an athlete is too ill or injured to swim he/she should not be sent to practice (dry land activity is not an option or substitute to attending to a regular swim practice session).

Whenever possible, the swimmer's Coach should be informed in advance of an illness or injury preventing participation at swim practice. If your swimmer will be out of the water for an extended period of time with an injury, illness or family vacation, please email to let us know.

TEAM CODE OF CHARACTER

The team Code of Character covers the swimmer's behavior at practice, meets and other activities and the non-use of alcohol and drugs. The NJB Team Code of Character found at the end of this handbook must be signed by every swimmer in order to register for the NJB Swim Team.

- Athletes should refrain from any questionable behavior, bullying, harassment, and more. This includes their presence online and on social media.
- Any athlete who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
- Never interfere with the progress of another swimmer during practice or otherwise. Always support your teammates.
- At all team functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their action reflects positively on themselves, their teammates, and the North Jersey Barracudas.
- All members including coaches, parents, siblings, and athletes are all extensions of the team. It is expected that everyone help promote a positive image of our team through their behavior, deeds, and words. Any persons who disparage or otherwise negatively impact or mis-represent NJB may be asked to leave the team.

Drug and Alcohol Policy

NJB Swimming wishes to take a proactive approach concerning this issue with the young people in our program; drugs, alcohol, and tobacco products have no place on our team- we are a drug and alcohol free organization. Any NJB swimmer caught using an illegal or controlled substance will be immediately suspended from the team until formal review. In addition, both of our training facilities are also a SMOKE FREE campuses...which includes the parking lots and all school grounds.

PARENTAL GUIDELINES

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a person loses some of their ability to remain detached and objective on matters concerning their children. The coaching staff has found that the following guidelines will help you keep your child's development in the proper perspective.

Developmental Rates

Every individual learns at a different rate and responds differently to the various methods of presenting skills. The slower learner obviously takes more time to learn, and this requires more patience on the part of the parents and coaches, who must both remember that the child's ultimate swimming potential may be as great as or greater than that of the fastest learner.

The Coach is the Coach

We want your child to communicate with his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces the best possible results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable and often times insurmountable confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact your child's coach.

At First

When an athlete first joins the team and starts practicing, it is possible for him/her to worsen rather than improve. In the case of team members in the younger groups, this is likely due to the emphasis placed on stroke technique. It takes a great deal of the athlete's attention to master these skills.

These new sets of habits are the basis for later improvement. As training proceeds through the higher groups, additional stress is placed upon the muscles. The muscles will at first break down under the demand of additional work, and this can explain an initial lack of improvement. As the need for improvement is realized, the muscles will gradually strengthen and the athlete's performance will improve.

Plateaus

Plateaus can occur at one time or another in every athlete's career. Plateaus can be both in competition and in training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher-order skills. It is important to explain to the athlete that plateaus occur in all fields of physical learning. The most successful athletes are those who work through this momentary delay in improvement and go on to achieve greater performance, approaching their personal potential.

Ten and Unders

10 and unders are the most inconsistent swimmers and this can be frustrating for parent, coach and athlete alike. We must be patient and permit these youngsters to learn to love the sport.

Competitive Drive

Parents must realize that slow development of competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important that everyone learn to compete and develop some competitive spirit, at their own pace. It is also important for children to learn to adapt to reasonable levels of emotional stress.

Be the Best Kind of Parent

It is the coach's job to offer constructive comments of an athlete's performance. It is the parent's job to supply love, recognition, and encouragement necessary to help the young athletes to feel good about themselves.

Attitudes and Models

Parent's attitudes and models often dictate those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about their parents' desires. For example, be enthusiastic about taking your child to practices and meets, fundraising projects, meetings, etc. – don't look at these functions as chores.

Helpful Insights

If parents can offer insight on their child that will enable that child's coach to work more effectively with the child, please be sure to contact that coach.

Questions

If you have questions about your child's training or team policies, contact your child's coach directly. Criticizing the coach in front of the youngster or other team members undermines the coach's authority and breaks the swimmer-coach support necessary for maximum success.

Disagreements

No parent should behave in such a way as to bring discredit to a child, the team, or competitive swimming. Any issue with a meet official should be brought to the attention of the coach, and handled by the coach.

Self-Motivation

Be sure that your child swims because he/she wants to. People tend to resist anything they have to do. Self-motivation is the stimulus of all successful people.

Competition

The etymology of the word “competition” goes back to two Latin words; “com” and “petere”, which mean together to strive. Avoid playing your child against their nearest competitors, thereby creating vendettas within the team and swimming community. Friendly competition provides two great services for the athlete; it brings out the best in them and shows where improvement is needed.

CODE OF DISCIPLINE

First and foremost, if a swimmer or parent is having (or witnesses) any issue, they should make a coach aware of it as soon as possible. For the sake of clarification, the term “member” applies to the swimmers, their parents/guardians, siblings, and any guests of that swimmer.

- All members must abide by afore-mentioned Code of Character.
- Swimmers are expected to be at all practices and meets, from start to finish (invitational meets excluded), and practice/compete to the best of their ability.
- If a swimmer misses enough practices (due to any reason) to cause the coaching staff to question whether they are in good enough physical shape to compete, the swimmer may be suspended from competition until the coaching staff feels they are adequately prepared to compete.
- If a member does not abide by the policies set within this handbook, they will be warned verbally and documented via email. If the behavior is not corrected, suspension and/or termination may be applied.
- If any member causes physical, emotional, or psychological harm to another member in any way or at any time, they will be immediately suspended from the team pending a complete investigation conducted by the head coach. If they are found to be guilty of the offense, their membership on the team may be terminated.
- If any team member openly disparages the team, program, coaches, etc. to where it becomes a problem that affects team morale, that member shall be warned and documented via email. If the behavior is not corrected, suspension and termination may be applied.

COMMUNICATION

Email is the primary tool we use for communicating with our team members. We periodically send out news and updates, and usually distribute a detailed email on Thursdays before a weekend meet.

We also maintain a comprehensive website, complete with coaches’ bio’s, schedules, cutoff times, meet information, and more.

If you have a question about your swimmer, you should refer to either your child’s age group coach, Head Coach, or by emailing us.

PARENTS COMMITTEE

Our Parent Committee is an important asset to our team. They assist in planning team events, coordinating our parent volunteers and officials, and so much more. Their hard work and efforts go a long way to improving our swimmers’ experience and making it a memorable and enjoyable one. The committee will consist of a Chairperson and 4-6 members (preferably with each practice group represented).

Chairperson (1)

- Calling meetings as needed
- Creating agendas for said meetings, and running
- Ensuring other committee persons are fulfilling their responsibilities
- Communicating w Head Coach and YMCA rep about committee needs

Secretary (1)

- Type up and forward emails for coach to distribute
- Record and distribute meeting minutes
- Generate fliers, etc as needed
- Email in February requesting committee nominations, as needed
- Ballot created for Banquet, as needed
- Run election of committee posts at Banquet, if needed

Events Coordinators (2)

- Suits
- Pictures
- Social/Special events (holiday party, age-appropriate functions)
- Banquet

Parent Volunteer Coordinators (1)

- Assign timing assignments for meets.
- identify families who have not met team volunteering requirements.

Officials Coordinator (1)

- Stay abreast of current certification requirements within USA and YMCA swimming
- Make recommendations to ensure that our team meets all league responsibilities as they relate to officials.
- Contact person for NJB Parent Officials
- Help to schedule officials for meets

PARENT VOLUNTEER REQUIREMENTS

All families are required to volunteer to help run meets as a condition of membership on our team.

To participate in meets, we are required to provide timer(s). A list of assigned parents, culled from the swimmers attending those specific sessions of that meet, will be included in the meet email that's sent out on the Thursday prior to the meet. If a parent cannot fulfill this commitment for whatever reason, it is their responsibility to find a replacement. Usually we split the job between several parents so it is not too much. Parents may trade their scheduled times as long as the lane(s) assigned to us are covered.

SWIMMERS RETURNING NEXT SEASON

For Short-Course season, tryouts dates will be held in July & August for any swimmer wishing to join that upcoming season's team. Swimmers who participated in the prior Long-Course season DO NOT need to tryout; they may register through Early Registration. All others must tryout. There is a \$10 Tryout fee to offset tryout pool rental fees and coaches' salaries.

For Long-Course season, tryouts dates will be held in April. Swimmers who participated in the prior Short-Course season DO NOT need to tryout; they may register through Early Registration. All others must tryout. There is a \$10 Tryout fee to offset tryout pool rental fees and coaches' salaries.

Our coaching staff reserves the right to use the following criteria to additionally assess returning swimmers:

- | | |
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| • Meet Attendance | • Abiding by team procedures |
| • Practice Attendance | • Meeting parental volunteering obligations & attending parent meetings |
| • Social Event Attendance | • Other positive contributions to team |
| • Personal growth (in technique and conditioning) | |