

# Kettering City Swim Team (KCST COBRAS) Handbook

2021-2022



**OUR MISSION:** The Kettering City Swim Team (KCST) offers the young people of Kettering and surrounding communities a competitive swim program accommodating all skill levels. Within a framework of dedicated coaching and family participation, we strive to develop each swimmer to their full potential while promoting team unity, sportsmanship, self-discipline, and strength of character.

**OUR VISION:** Strong Bodies ~ Focused Minds ~ Competitive Spirits ~ Future Leaders!

**OUR MOTTO:** Small Team ~ Big Heart!

[www.kcstcobras.org](http://www.kcstcobras.org)

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## **INTRODUCTION**

The coaches and Board of Directors would like to welcome you to the Kettering City Swim Team (KCST). We are glad you and your child(ren) have decided to participate in the great sport of swimming. If you are new to USA swimming, you will have many questions about how the team and the sport function. Hopefully, this handbook will answer most of those questions. Please direct any additional questions to our coaches, board members, or veteran KCST parents. Also, check our web site at [www.kcstcobras.org](http://www.kcstcobras.org).

## **THE KCST PROGRAM**

KCST is a year-round competitive program affiliated with USA Swimming. The team was founded in 1980 and provides children through young adults with the skills necessary to achieve local, regional, and national swimming success. Our program focuses on developing the skills of each swimmer; therefore it is continuously monitored by both the coaches and the board to ensure a low swimmer-to-coach ratio. Swimmers get the personal attention they need, whether they are achieving national success or just beginning their competitive careers.

Our team is a nonprofit organization, owned and operated by the families of our swimmers. Our parents volunteer to serve the team in a variety of capacities including the Board, Entry Chair, Meet Director and many committee positions affording them the experience to become integral forces within the team. Aside from these unique opportunities, all families have work requirements, which are discussed in detail later in this handbook. This enables us to keep our fees low and team spirit high.

## **KCST PHILOSOPHY**

Competitive swimming can be a positive influence on youth development. Swimming is one of the most challenging, yet safest of physical activities. Children can become stronger and faster in a carefully monitored training program, encouraging them to develop a lifelong commitment to fitness.

KCST swimmers develop self-discipline, a strong work ethic and learn time management skills. The student athletes are expected to study and maintain good grades. Additionally, they

demonstrate dedication to their sport by attending practices. Finally, the swimmers will learn to balance fun and hard work both in and out of the water.

Our swimmers experience the increased self-esteem, which accompanies improved physical fitness, the camaraderie of being on a team and the challenges of swimming competitively. These opportunities and experiences prepare many of our swimmers to swim successfully in college and develop skills they will use the rest of their lives – commitment, perseverance, and teamwork.

## **TEAM STRUCTURE**

Swimmers are divided into skill groups to receive proper instruction and conditioning for their ability. The team is structured into three groups: Bronze, Silver, and Gold. Each new swimmer is placed into one of these groups based upon swimming skill level. There is one head coach, and one age group coach, along with several assistant coaches who work across all skill groups. All coaches take an active interest in our swimmers' development.

**BRONZE GROUP:** The Bronze group focuses primarily on learning the four strokes and improving stroke technique. This group has four practice sessions per week. We recommend Bronze swimmers attend at least two to three sessions every week.

**SILVER GROUP:** The Silver group focuses on building endurance in addition to improving stroke technique. This group offers at least six practice sessions per week along with dry-land training. Dry-land training can include, but is not limited to, stretching and body weight strengthening exercises and cardio vascular training such as running. We recommend Silver swimmers attend a minimum of four sessions per week.

**GOLD GROUP:** The Gold group focuses primarily on endurance and strength training along with continuous improvement of stroke technique. This group offers at least six practice sessions per week in addition to dryland and age appropriate weight training. We encourage Gold swimmers to attend all of these sessions.

**\*\*\*\*\*THE CURRENT PRACTICE SCHEDULE IS AT [www.kcstcobras.org](http://www.kcstcobras.org)\*\*\*\*\***

## COACHING STAFF

All KCST coaches are certified by United States Swimming (USS).

**David Back, Head Coach:** David has been swimming since early childhood and has been coaching since 1985. He attended Kent State University on a swimming scholarship (as a freestyle sprinter) and was an Olympic trial qualifier in 1980. David's philosophy is "Everyone can be a decent swimmer. It's a difficult sport, but if approached with dedication, it will teach you discipline and the ability to reach beyond what you thought was possible."

**Stephanie Hundt, Assistant Coach:** Stephanie started swimming at age 6 and swam for the Washington Township Sharks for 10 years. She graduated from Centerville High School with 4 varsity letters, a state championship in 2004 and was also All- State in the 500 free. She went to Wright State on a swimming scholarship for the 500, 1000 and 1650 free as well as the 400 IM and 200 fly. At Wright State she received the Raider Award for three consecutive years. She has been coaching with KCST since 2009.

## BOARD of DIRECTORS

At the end of each short-course season (typically in late April), the swim team parents elect a Board to govern the operations of the team. The Board members meet once a month to discuss team business. Board meetings are always open to parents and we encourage you to attend. If you would like to address a specific issue at the Board meeting, please contact a Board member and ask to have your topic of discussion placed on the agenda. Current 2021-2022 Board members are:

<b>President</b>	Veronica Hecker
<b>Vice President</b>	David Back
<b>Treasurer</b>	Dawn George
<b>Secretary</b>	Beth Bourquin
<b>Awards/Recognition Chair</b>	Courtney Dieterle
<b>Membership Chair</b>	Candace Schmidt

## MEMBERSHIP AND OTHER FEES

**ANNUAL DUES** – Dues vary depending upon the skill group in which the coaching staff places your swimmer. Our dues structure is based on an annual obligation, payable at the beginning of each season. For your convenience, we allow members to pay their annual dues in nine monthly payments, billed September through May. Prorated rates will take effect in January. If a swimmer moves to a new group before January 1<sup>st</sup> of the next year, the dues applicable to that

group will prevail from that time forward. See the website for the fee structure. We do offer discounted rates for families registering three or more swimmers. **If you choose to pay the entire amount in September, a ten percent discount will apply. This discount is only applied to the dues portion of your bill.**

KCST Families are required to sign a **Financial and Registration Form** online agreeing to the current dues structure and other operating fees, as well as acknowledging work obligations. Detailed information regarding dues/fees can be found on the form, which is available on our website. KCST is a year-round team, and the expectation is that your swimmer is joining for the entire season, which runs September to August of the following year. Resignations will be handled on a case-by-case basis, and must be submitted in writing to a board member.

### **PAYMENT PROCESS:**

Invoicing is done through the website. You will be notified by e-mail when invoices have been posted to your account (around the 1st of each month). Payment is due by the 15<sup>th</sup> of the month.

Payment may be made using Credit Cards, Check or Money Order. Credit Card payments are made online at [kcstcobras.org](http://kcstcobras.org). Families are responsible for all credit card processing fees. Make checks payable to Kettering City Swim Team or KCST. Payments can be placed in the black KCST drop box stand located in the pool lobby or mailed to:

Kettering City Swim Team (KCST)  
PO Box 291995  
Kettering, OH 45429-1995

The black box is secured for all fees and paperwork and is checked frequently. Please do not give payments to the coaches.

### **DELINQUENT DUES PAYMENTS:**

We understand that families may sometimes face unexpected financial challenges. If you foresee a problem with payment, please contact the KCST treasurer or a board member immediately. Otherwise, the following process will be used to deal with delinquent payments:

**1 Month Overdue:** An email will be sent regarding the account status.

**2 Months Overdue:** An email will be sent regarding the account status and the swimmer(s) will not be allowed to practice with the team until payment has been received.

**3 Months Overdue:** The security deposit check provided upon registration will be cashed and the swimmer will be removed from the team. Legal action may also be taken to recover funds owed to the team.

### **ONE TIME FEES (PAYABLE UPON REGISTRATION)**

**FAMILY REGISTRATION FEE** – All KCST families pay a registration fee (one fee per family, not per swimmer). This fee helps cover the use of Team Unify, which supports registration and team operations, as well as other administrative expenses and is paid when registering the swimmer (s) for the team.

**USA MEMBERSHIP FEES** - All KCST swimmers are required to become members of USA Swimming. The application form is found on our website and must be filled out and turned in at registration. USA Swimming no longer issues a paper copy of the Membership Card. Clubs will be required to show proof of registration before an athlete is allowed to participate in a sanctioned meet. The person responsible for entering KCST swimmers in meets will provide the required verification to USA Swimming. Additionally, the USA Swimming website has valuable information about the sport of swimming, and you can also see your swimmer's race times for all USA Swimming sanctioned meets. The website is [www.usaswimming.org](http://www.usaswimming.org).

**SOCIAL/AWARDS FEE** – Each swimmer will be charged this fee upon registration. The fee goes toward:

- The cost of the social events held during the year such as the banquet, holiday party, and end-of-year party.
- Awards given to the swimmers after meets and at the spring banquet.

**SECURITY DEPOSIT -**

- Upon registering your swimmer for the season, we will collect an undated check in the amount of \$250 per swimmer (\$500 max per family). This check will be held by the KCST treasurer and will not be cashed unless the account becomes delinquent.
- This check will be held for the duration of your time with KCST.

**THESE FEES ARE REVIEWED AND SET BY THE BOARD AT THE BEGINNING OF EACH SEASON AND ARE NOT NEGOTIABLE.**

**OTHER FEES (PAYABLE AS NEEDED)**

**MEET FEES** -- Our swimmers are strongly encouraged but are not required to participate in all age appropriate meets scheduled.

- There is a fee for entering meets: a flat fee that goes towards funding travel for the coaches and a per-event fee, usually around \$7. Relay events are paid by the team, not the athlete. Please consult the meet information packet provided for each meet (posted on our website) for details.

- On the 1st of each month your account will be charged for any meets entered in the previous month. This is in addition to your monthly membership dues. Payment is due on the 15th of the month.

**FUNDRAISERS** - KCST holds only one mandatory fundraiser per year, which is the Splash-a-Thon. This is held to defray operating costs and/or purchase new equipment.

1. **Splash-a-Thon:** The Splash-a-thon is held each year in April, and swimmers are required to participate. Swimmers are to secure a minimum amount of pledges. Each family is responsible for the minimum amount per swimmer (set by the board). The requirement is \$250 per swimmer. There is no family cap. Any swimmer who chooses not to raise the minimum pledge amount will have the remainder added to their May invoice and their deposit check will be cashed.
2. Although not a mandatory fundraiser, families are encouraged to register their Kroger Plus card at [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) and select Kettering City Swim Team as the designated organization. It takes only a few moments to register, and the team gets a small portion of each purchase. Over time, it really adds up!

**WORK SESSION FINE POLICY** – KCST hosts three swim meets, primarily at the Kettering Recreation Complex but possibly at other pools. The KCST-hosted meets are considered home meets and generate income for the team, which enables us to keep our fees at an affordable rate. Hosting a swim meet requires lots of coordination and work and is not possible without the help of all our KCST families working together to ensure a successful meet. In addition, working at these meets helps you get to know the other KCST families and swimmers. Therefore, we require each family to work a certain number of “sessions” at each swim meet. A “session” is defined as a morning, afternoon, or evening segment of a swim meet. The number of sessions each family is required to work depends on the number of families on the team. Family members, friends, and swimmers (age 13 or over) can TIME (swimmers can only work a session if they are not swimming during that session). **Even if your swimmer does not swim at a KCST hosted meet, your family is still required to provide workers for their session requirements.** If a family does not work all their required sessions, we will charge a \$100 Work Session Fine for each session not worked. Parents will be able to hire KCST swimmers to complete their work sessions if unable to fill their sessions. A list of available swimmers will be provided in October. Also, parents may communicate work session questions/problems with the Meet Director as soon as possible. **We would much rather have our families provide workers than charge Work Session Fines.**

### **OUTREACH SWIMMER PROGRAM**

Please read below for the KCST Outreach fees starting with the 2020/2021 season. These fees were agreed upon and set by the board and head coach.

This program is for economically disadvantaged children to be able to participate in Ohio Swim Clubs. There are specific qualifications set forth by Ohio Swimming that make a swimmer eligible for this program. Proof of eligibility is required.

USA membership: Register with Ohio swim and the swimmer will be charged \$5 for this fee.

Monthly coaching dues/fee: 50% per swimmer due

Registration: 50% per family due

Social/Award fees: 100% per swimmer due

Splashathon Fundraiser: 100% per swimmer due

Individual events meet fees and costs: Fees charged will be in accordance with each specific meet the swimmer is attending.

## **PARENT RESPONSIBILITIES**

**FINANCIAL** - Parents are responsible for meeting all financial commitments to the team. These commitments take the form of registration and security deposits, membership (both team and USA Swimming), fundraising, meet entry fees, and those fees generated by failure to meet work commitments.

**FUNDRAISING** - Aside from the three home meets, KCST has one mandatory fundraiser, the annual Splash-a-thon. It is the responsibility of the parent to ensure funds received as the result of pledge drives (or the minimum amount required per swimmer) are collected and turned in upon completion of the Splash-a-thon.

**HOME MEET SUPPORT** - See Appendix A for a description of home meet swim requirements and job descriptions.

**VOLUNTEERING** - Membership in KCST requires a willingness to assist with the many functions required to successfully run a swim team. Most are not difficult tasks and require a minimum time commitment. We ask that families sign up to help with a function outside of meets when asked..

**SWIMMER HEALTH ISSUES** - In consideration of other swimmers and their families, please do not bring swimmers to practice or meets who have sore throats, severe coughing, a fever, vomiting, diarrhea or any other symptom of illness that can be passed on to other swimmers. All symptoms of illness should be gone for 24 hours before a swimmer can resume practice with the team. As a rule of thumb, if a swimmer is too ill to go to school, they should not be at practice that same day. This policy also applies to siblings of swimmers who may be brought to the Rec to wait for a swimmer during practice.

**MEDICAL CONDITIONS** – Parents are asked to fill out a medical form online for each swimmer upon registration. It is the responsibility of the parent to notify the coaches of any changes in the swimmers’ medical condition during the season.

**One parent or guardian from each family will be required to sign the KCST PARENT RESPONSIBILITIES CONTRACT**

## **CODE OF CONDUCT**

At KCST, all parents, swimmers and coaches practice the following Code of Conduct:

- Family, education, and friendships are important to us and should never be overshadowed by swimming accomplishments.
- We keep our swimming accomplishments in proper perspective. We want our swimmers to strive to improve their physical condition and mental abilities.
- We respect all parents, coaches, officials, and team members.
- We respect our competitors.
- We are enthusiastic at meets and in practice and offer support and encouragement to other parents and teammates.
- We maintain a positive attitude.
- We do not gossip or start rumors.
- We give our best effort to be punctual for all KCST events.
- We assist our swimmers in their effort to have proper workout and meet equipment with them at all practices and meet competitions.
- We refrain from the use of inappropriate language and control ourselves in moments of frustration.
- We abide by the rules outlined by USA Swimming.
- Any other act, in or out of the pool, which is detrimental to the image or reputation of USA Swimming, the LSC, KCST or the sport of swimming is subject to disciplinary action.

## **DISCIPLINARY ACTIONS**

In the rare event disciplinary action becomes necessary; the following steps may be taken.

- The Coach will talk to the swimmer and define necessary steps to correct behavior.
- If a problem continues, the swimmer will be asked to sit on the deck until the end of practice.
- The coach may contact the parents to discuss the behavior problem and possible solutions.
- If the problem remains unresolved, the parents and the swimmer will need to meet for a conference with the coach.
- The swimmer will sit out for two practices if the above actions occur more than twice. The parents are required to bring the swimmer to practice and meet with the coach prior to workout upon completion of suspension.

If behavior problems continue, the coach and Board members will discuss resolutions to the problem. Resolution could result in dismissal from KCST; however, this is not usually necessary.

## COMMUNICATION

**WEB SITE** - The KCST web site at [www.kcstcobras.org](http://www.kcstcobras.org) will be kept as current and up-to-date as possible and is where you will find information about current practice schedules and upcoming meets. Please check there first when you have a question. Upon registration, you will be electronically invited to set up a password that will allow access to “members only” information not made available to the public. Your email address is your login ID. One of the features of this site is the ability to enter meets on-line.

**EMAIL** – Upon registration with KCST, your email address will be added to the KCST Mail Group. Our communication system is email centric, so you must provide a valid email address upon registration. Please provide an address that is monitored frequently as email is our most commonly used method of getting information out to team members. You may provide additional email addresses to be added to Team Unify, but only one email can be used as your user ID.

**FAMILY FOLDERS** – Each family has a folder kept in the rolling file outside the Lifeguard Office. Please check your family folder frequently for swim meet information, newsletters, awards/ribbons and other team information.

**KCST BLACK DROP BOX STAND** – A black drop box stand is located in the pool lobby next to the drinking fountain at the Recreation Complex. This secured drop box is where you may turn in paperwork, make payments for monthly dues or any other payments, and deliver messages to the Board. This box is checked several times a week.

**FACEBOOK**- Join our Facebook group! We are listed under KCST Swim Team.

## EQUIPMENT/SWIMWEAR

Your swimmer will need to bring certain equipment to each practice, depending upon their specific coach’s requirements. We recommend you have the following equipment, but check with your swimmer’s coach for specific group needs:

- Kick Board
- Swim Fins
- Swim Cap
- Swim Suit
- Goggles
- Swim Sandals
- Towel
- Pull Buoy
- Mesh Bag (to carry equipment)

It’s a good idea to have an extra cap and an extra pair of goggles on hand at all times since either can easily break during practice or meets. KCST provides one free Team cap per swimmer, and

you can purchase additional Team caps from the Board. Only KCST caps may be worn at swim meets. Kick boards, fins, and other items can be purchased at the Fall Kick-Off or from a swim specialty store. Swim sandals are useful but not required at our facility (keep in mind that some of the away-meet facilities require swim sandals to be worn on deck). Mesh bags can be found in the laundry section of any grocery store or the sporting goods section at department stores.

Swimmers should bring their swim equipment to every practice. Locker rooms and showers are available at the Recreation Center for swim team use.

You can also purchase team sweatshirts and t-shirts. This “Spirit” wear is strongly encouraged, but also not required. However, it’s always a rewarding feeling to see a good showing of KCST spirit wear on deck at home and away meets. Spirit wear orders are taken at the Fall Kick-Off meeting and during the first couple of weeks of the season. You will also find an order form on the team website under the Parent Info tab, or you may contact a Board Member if you would like more information.

## **ENTERING SWIM MEETS**

Our team participates in many swim meets throughout the year. It is up to you, your swimmer, and your coach to decide how many meets and what events your child enters. A few meets may require travel to nearby cities, e.g., Cincinnati, Oxford, and Columbus. Meet information to include the date meet entries are due, is posted on the web site. A reminder about upcoming meets is automatically generated by Team Unify.

Meets are entered through our on-line meet entry feature accessible on the team website. A user ID and password will be provided shortly after registration. Meet entry deadlines are posted on the website next to the event announcement. Questions about meet entries may be directed to our Meet Entry Coordinator, Stephanie Hundt, by e-mail at [Stephanie.m.hundt@gmail.com](mailto:Stephanie.m.hundt@gmail.com). **It is imperative families verify their meet entries before the meet** and contact Coach Stephanie if a correction is needed.

### **What to Expect at a Meet**

When you arrive at the meet, your swimmer should report to his/her coach. Some meets and some events (particularly the longer events) require a positive check-in. There may be a specific area for the swimmers to stay during the meet; otherwise, they can sit with family in the spectator area. Bring a blanket and chairs (if allowed) as some facilities may have limited seating. Bring things to keep your child occupied between events (deck of cards, iPod, books, homework, etc). Swimmers are responsible for keeping track of their own belongings.

You can usually buy refreshments at away meets. If allowed, you might want to bring a small cooler with drinks and snacks for your swimmer. The meet information sheet will usually indicate whether outside foods and drinks are allowed at the facility.

Plan to bring several towels, an extra cap and extra goggles to every meet. Swim sandals are also helpful. All equipment should be marked with your child's name and, if possible, "KCST".

We recommend you mark your swimmer's hand or forearm with their event numbers, heats, and lane assignments. For the younger swimmers, it is helpful to write their name on their back. This is extremely helpful to parent volunteers working the meet. **Younger swimmers are typically required to check in at the Clerk of Course. Coaches do not have the time to look for missing swimmers, so it is the parent and swimmer's responsibility to be at the right place at the right time.**

Meets are usually divided into two or more sessions per day. If the meet has prelims and finals, it could be three sessions per day. Your swimmer may either swim in the morning or afternoon session depending on their age. If it is a prelim/final meet your swimmer will be required to return in the evening if they qualify. If your swimmer decides not to swim in the finals, they must scratch 30 minutes after the prelim results have been announced. If these procedures are not followed a fee is assessed (usually \$50.00) for which the swimmer will be responsible.

At some away meets, the host team requires visiting teams to provide timers. If your swimmer is going to participate in a meet that requests timers, **every family with a swimmer in that meet will be required to help with timing obligations.**

**Time Trial Policy-** Swimmers wishing to participate in a Time Trial event at a meet must follow the Meet Packet rules for that particular meet. In addition, swimmers must receive coach's permission for Time Trials at that meet.

We hope this handbook has answered most of your questions about swimming with KCST under the rules and regulations of USA Swimming. Please feel free to contact a Board member, your mentor family, your swimmer's coach or other veteran team parent if you have additional questions.

## APPENDIX A

### KCST HOME SWIM MEET REQUIREMENTS

**REQUIRED SESSIONS:** As previously mentioned, families are required to work during each meet hosted by KCST even if they do not have a swimmer participating in the meet. A typical meet usually has five sessions: Friday evening, Saturday morning, Saturday afternoon,

Sunday morning and Sunday afternoon. If you have enough family members/relatives/friends willing to work, you could actually meet all your work requirements in one session. For example, if Mom, Dad, Grandma and the swimmer all work a Saturday morning session, you will meet your four session work obligation for the meet. Here are descriptions for the different work positions:

- **Announcer:** This person is responsible for announcing when swimmers should report for events. ***This position requires previous experience/training.*** If you want to learn the ropes of this position, please let us know and we can arrange for you to apprentice with a current announcer. The apprenticeship session may or may not count towards your total session commitment depending on how well staffed we are for the meet in question.
- **Awards/Deck Entries:** This position requires several workers at each session. This group is responsible for placing computer-generated labels on awards after each event is scored. The awards are then placed into a container for each participating team.
- **Computer Operations:** These people are responsible for recording and scoring the meet. These people posts deck entries, creates timer sheets, creates heat sheets for officials and coaches, validates times, prints and posts results from each event, makes adjustments to swimmer lane positions as required, and works with the Meet Referee/Meet Director regarding any issues that may arise during the meet. ***This position requires previous experience/training.*** If you want to learn the ropes of this position, please let us know and we can arrange for you to apprentice with the current computer operations people. The apprenticeship session may or may not count towards your total session commitment depending on how well staffed we are for the meet in question.
- **Concessions:** KCST has been given permission to run a concession stand during our home meets and this very important area makes a huge contribution to the bottom line success of the meet. Concessions workers help plan and prepare what to purchase make arrangements for equipment needed (such as coolers borrowed from the Rec), pick up supplies the day before the meet and as needed during the meet. This is a good area for families with small children since it allows the freedom to go on deck and watch events; however, children are not allowed to be in the food service area. People working this area must be at least 16 years old.
- **Heat Sheet/Admissions:** People working this position must be at the pool at least 30 minutes before warm-ups. This position will sell heat sheets and collect admission fees.
- **Hospitality:** You will put together trays of drinks and snacks and offer these refreshments to the volunteers and officials throughout the session. Additionally, some hospitality workers will organize and serve the meals for the coaches and officials working the meet. This is a great position to work during the session your child is swimming because you can go out and watch your swimmer, then return to

your job. Wear comfortable walking shoes. ***This position does not require experience.***

- **Marshal/Monitor/Clean-up Crew:** During warm-ups, Marshals sit on deck and ensure swimmers are entering the pool properly and are following all safety guidelines. After warm-ups are over, the Marshals serve as Meet Monitors. The Monitors periodically check the hallways, locker rooms and multi-purpose rooms to ensure swimmers are behaving appropriately and are observing fire code regulations, as well as respecting each other and the facility. During these walk-throughs, a visual inspection is done to ensure the Kettering Recreation Complex remains neat and clutter-free. Trash receptacles are checked and emptied if necessary. After each session, chairs are straightened, floors are vacuumed, and trash is taken out to the dumpster. ***This job is not for teenagers or anyone who has difficulty enforcing the house rules.***
- **Officiating:** Officiating brings you as close to the swimming action as possible without actually being in the pool. Your officiating sessions will count towards your volunteer requirements. Additionally, if you officiate at away meets, you can deduct some expenses as a tax write-off. The team is always looking for individuals to become officials. If you are interested, please talk to Paul Sampson. There are usually spring and fall training sessions held locally. ***This position requires training and certification.***
- **Timers:** Timers manually operate stopwatches for the purpose of collecting back up times for every swimmer in every event and requires operating a stopwatch, pressing a timing button, and recording times on a sheet of paper. Each lane requires two timers for every session so the above listed tasks are divided. This position also requires verifying the swimmers name against the heat sheet prior to each race. This position provides a great view of the swim meet. Comfortable light clothing is recommended. Timers must be at least 13 years old. ***This position does not require experience; timers are provided with training prior to the session.***
- **Head Timer:** This position is responsible for running two back-up stopwatches during the session. This position may also coordinate the positioning and coverage of timers for each session during the meet and may be asked to hand out the timer sheets during the timers meeting. ***This position requires previous timing experience.***
- **Timing Judge:** This position is responsible for receiving and validating the automatic printout from the timing equipment operator and comparing the results with the back-up timing results. You may also need to obtain additional back-up times from the timers. This position also gathers the DQ slips and hands them off to the runners. This position is out on deck so comfortable light clothing is recommended. ***This position requires previous timing experience.***
- **Timing System:** This person is responsible for running the computer console that connects to the timing pads and controls the scoreboard display. The timing system sends results to the computer room after each race. The timing system operator also

prints a copy for verification by the timing judge. The operator resets the clock after each heat and event. The person running the console must be familiar with the timing system and may be required to trouble-shoot on occasion. Parents who learn how to run the timing system and volunteer to run it during high school meets will receive a \$50 credit towards their account. *This position requires training.*

## **APPENDIX B**

### **KCST SAFE SPORT POLICIES**

#### **Athlete Electronic Communication Best Practices of Kettering City Swim Team**

##### **Purpose**

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team.

Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times.

##### **Expectations**

The club holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

##### **Things to remember: Texting**

- Text messages and photos can be saved or screen-shot. Once the message is transmitted, the sender does not have control.

- ❑ Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- ❑ It is typically more effective to discuss an issue in person.

### **Things to remember: Social Media**

- ❑ Once you post something online, it is public and permanent--even if you delete it.
- ❑ Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.
- ❑ Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft.

## **Electronic Communication Policy of Kettering City Swim Team**

### **PURPOSE**

The Kettering City Swim Team (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.

### **GENERAL CONTENT**

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

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

- 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, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “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?"

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 or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, 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.

### **FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES**

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

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

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

### **TEXTING**

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

### **EMAIL**

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

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

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

## **Action Plan of Kettering City Swim Team to Address Bullying**

### **PURPOSE**

Bullying of any kind is unacceptable at [insert the name of the club] (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.

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

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Kettering City Swim Team 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 prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines 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 your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, 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.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

**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 is bullied. For example:
  - i. Sometimes children bully to fit in or just to make fun of someone who 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 is 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 is 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.

## **MODEL PHOTOGRAPHY POLICIES**

### **PURPOSE**

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

### **SUGGESTED POLICIES**

1. The publishing of a photograph of swimmers under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

### **Team Travel Policy for Kettering City Swim Team**

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

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the 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 - 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.  
[www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- 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 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).
- d. 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.
- e. 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).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.

- j. 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.
- k. The directions & decisions of coaches/chaperones are final.
- l. 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.
- m. 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.
- n. 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 - Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

#### **Safety**

- a. Additional guidelines to be established as needed by the coaches;  
[www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. 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. Develop cell phone usage guidelines;
- d. Develop 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."

### **Code of Conduct / Honor Code**

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

### **Required:**

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

### **Recommended:**

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.  
[www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- b. 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.
- c. 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.
- e. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- f. 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 Kettering City Swim Team. Athlete behavior must positively reflect the high standards of the club (or LSC).

### **For Consideration:**

- a. 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:
  - 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.
- b. Swimmers are to refrain from inappropriate physical contact at team activities and events.
  - c. Swimmers are to refrain from use of inappropriate language.