



# **Handbook 2018-19**

*Hard Work Beats Talent When  
Talent Doesn't Work Hard*

# MILFORD AREA SWIM TEAM HANDBOOK

## INTRODUCTION

The Milford Area Swim Team (MAST) is a year round competitive swim team providing area youth with high quality instruction and training. MAST's training program allows swimmers of all levels of talent and ability to be recognized and develop to their fullest potential. MAST began in 1990 with 3 swimmers and has grown steadily for more than 25 years. MAST is recognized in the local swim community as a mid-sized community based swim team that has the capacity to focus on each swimmer as individuals, while promoting team spirit and camaraderie. MAST is fortunate to have four experienced coaches; each coach brings unique skills to the team. They collectively use these skills to help MAST swimmers to reach their goals. Currently MAST swimmers have achieved significant success including swimming in college, qualifying for local, regional and state championships including Junior Olympics, Sectionals and Zones.

MAST is part of USA Swimming, Inc. All MAST swimmers, coaches and officials must be members of USA Swimming. MAST is incorporated in the state of Ohio as a nonprofit, 501(c)3 tax-exempt, community swim team, organized solely for the purpose of training amateur athletes for competition.

## FINANCIAL POLICIES AND PROCEDURES

### Swim Team Fees

All fees are charged upfront at the time of registration on a per swimmer basis with payment plans available. The fee structure includes the following costs:

**Training Fees** cover the cost of coaches' salaries and equipment. Training Fees are determined based upon the amount of time a swimmer spends in the water and the level of coaches experience. The amount of pool time is based upon swimmer skill level, age, endurance and tolerance. Each swimmer, in each group is paying the same amount in training fees. The training fees do not vary based on the number of practices attended. There is no proration given to the total fees.

When a swimmer is moved to a different training group during a season, the overall fee will be adjusted to reflect the change. If a winter only swimmer decides to swim Year Round and is moved to a higher group for the summer season, the swimmer will be charged the difference between the full year fee for the higher group and the fee already paid for winter. Full year swimmers who are moved to a different group will also have the fees adjusted accordingly.

**Operational Fees** allow the team to run practices and swim meets (i.e. pool fees, costs of having custodians available). This fee is included in the total charged for each swimmer at the time of registration.

**Home and Away Meet Fees** are the fees incurred by each swimmer based on participation in home and away meets. The upfront charge includes the cost of individual events, relay events and deck fees for every meet the swimmer may participate in.

**USA Swimming Registration Fees** is required for all swimmers on MAST. Registration provides access to accident and liability insurance, plus additional benefits. This is included in the total fees charged at the time of registration.

Each swimmer is required to pay \$150.00 at the time of registration. This amount is deducted from the total amount charged to the swimmer for the season/year.

### **Payment Options**

Payment in full – Families who choose to pay in full for the season/year will receive a discount on their overall costs. This discount will be applied after registration, but before the final payment. The final payment will be due the 1st of the month following registration.

Installment plan – An initial payment of \$150.00 at registration followed by monthly payments electronically withdrawn from checking or savings account or billed to a credit card.

Swimmers are also permitted to send a check to the MAST PO Box for ongoing payments. A small monthly fee applies when a credit card is used. A full year swimmer will have 8 or 10 monthly payments and a Winter Only swimmer will have 4 or 6 monthly payments, dependent upon if the swimmer begins in September or November. Monthly electronic payments will begin in October for swimmers beginning in September and in December for swimmers beginning in November. The last monthly payment for Winter Only swimmers will be in March. The last monthly payment for full year or Summer Only swimmers will be in August.

Payments Submitted by Mail are to be sent to:

MAST

PO Box 801

Milford, OH 45150

### **Additional Financial Information**

- All registration forms and the Initial Payment must be received prior to a swimmer being allowed to practice.
- If a swimmer signs up for full year swimming and switches to winter only, the remaining balance will be deducted in full with the February automatic payment.
- Accounts with unused funds at the end of the season will be refunded to the family in the form of a check or electronic transfer. All balances on an account must be paid prior to a swimmer registering for the next season.
- MAST may deny a swimmer the ability to swim with the club due to unmet financial obligations.
- If a swimmer's account is overdue (have not paid in full and the monthly payment is

declined by the bank or credit card company), the swimmer will not be able to participate if a payment plan is not worked out with the Treasurer within fourteen (14) calendar days.

- Failure to pay amounts due to MAST will result in MAST pursuing all legal means it so chooses to collect funds due, including hiring of collection agencies or legal action.

Any updates to the MAST Financial Policy will be sent out via Team Unify. It is each family's responsibility to ensure that they are signed up to receive notifications via Team Pages and to keep up to date on MAST communications that are sent via Team Unify.

Notifications regarding monthly statements will be sent via email. All families may access their account information and status via Team Unify.

## **Refunds**

MAST wants to encourage families that are not familiar with competitive swimming to give swimming a try. The following list provides the details of the refund schedule. The refund amount is based upon the overall fees of the swimmer and when in the season the swimmer leaves the team. There is no refund for the initial registration fee of \$150.00 per swimmer. The family must notify the MAST Treasurer and Coach in writing with the date the swimmer will quit and the reason for quitting in order to receive a refund.

### **Quit during first 2 weeks of practice**

Full refund less \$150.00

### **Quit during first 4 weeks of practice\***

2/3 of total fees refunded less \$150.00

### **Quit during first 6 weeks of practice\***

½ of fees refunded less \$150.00

### **Quit after 6 weeks\***

No refund except for severe medical problem, job loss, or moving. Amount of refund will be determined on a case-by-case basis by the MAST Board.

\*Not available for June Start

### **Quit at end of winter**

Full year swimmers who quit after the winter season will be refunded the difference between the full year and winter only fees. Refunds for the difference will only be given if notification is given in writing to the Coach and MAST Treasurer.

**Medical Release:** If a swimmer is quitting for medical reasons the swimmer/parent/guardian must provide a letter from a doctor stating that the swimmer is not allowed to participate for the remaining portion of the season. Temporary injuries such as sprains, minor breaks, etc. are not eligible for a refund even though the swimmer cannot participate for a period of time.

**Job Loss:** If a swimmer is quitting due to a job loss by a parent or guardian, the parent or guardian should contact the MAST Treasurer prior to quitting to determine if payment arrangements can be accomplished or if the swimmer might be eligible for a scholarship. Most of the time these are temporary situations and can be worked out. Proof of job loss will be required if requesting any type of refund.

**Moving/Relocation:** A swimmer whose family is moving a distance greater than 30 miles from Milford High School (MHS) is entitled to a prorated refund. If the move is less than 30 miles, then no refund is due as the swimmer is expected to complete the season. Proof of relocation/moving may be required.

**Club Transfer:** At times a swimmer/family may desire to change clubs. While this is generally best done at the end of a season, we understand that sometimes this may not be possible. MAST will follow all USA Swimming policies regarding transfers. A swimmer/family is reminded that all financial obligations to MAST must be resolved and are subject to the refund policies as listed above.

**Scholarship Recipients:** Any swimmer that quits who was receiving a scholarship shall first be obligated to pay their entire portion of the fees prior to the scholarship funds being applied. Remaining scholarship funds shall be held by the club in a separate account to be used in the following season.

In any case of the above, a swimmer/family is responsible for payment of all charges up and through the date of the swimmer resignation. Such fees would include late fees and any other charges due to the club. Failure to pay amounts due to MAST will result in MAST pursuing all legal means it so chooses to collect funds due, including hiring of collection agencies or legal action. Any situation not covered in the above will need to be brought before the MAST Board and shall be handled on a case-by-case basis.

### **Scholarship Program**

MAST offers scholarships to swimmers whose family income falls below 300% of the poverty level. Scholarships cover full year training fees only (the swimmer will be responsible for all other fees; this amount varies based upon the group of the swimmer). If your swimmer qualifies for a Scholarship, you will be informed of the remainder owed by the family once training fees are covered. The scholarship application can be found on the MAST website. If you have any questions regarding the scholarship program, please contact the MAST Board.

Scholarships are not automatically renewable; family's must reapply each year and are not guaranteed to receive a scholarship or a specific amount. Scholarships may be awarded in any amount as determined by the MAST Board of Trustees.

To be considered for a scholarship, a family's income may not be above 300% of the Federal Poverty Guidelines (Effective, January, 2018). Priority will be given to families with income less than 200% of the Federal Poverty Guidelines. Hardships, such as job loss, will be taken into consideration. Interested families must submit the Scholarship Application Form. The family's most recent tax statements and pay stubs may be requested to verify family income. Failure to submit all of the required or requested forms will result in the application not being considered for a scholarship. The scholarship application information and forms are available at [www.milfordswimming.org](http://www.milfordswimming.org). Applications are due by September 30th and are reviewed by the MAST Board of Trustees at the October Board meeting. No late applications will be accepted.

Swimmers who attend school at Loveland City Schools, Milford Exempted Village Schools, Goshen Local School District, Clermont Northeastern Local School District, West Clermont Local School District or Batavia Local School District are given priority when determining scholarship awards. Other schools and districts may be considered, but will not be given high priority.

Additionally, for past scholarship recipients, the swimmer's practice and home meet attendance, practice and meet attitude, along with parental support will be considered. Any scholarship family who does not meet volunteer credit requirements will not be considered for future scholarships.

The following financial guidelines will be used to determine families who may be eligible for a scholarship:

2018 Federal Poverty Annual Guidelines

Number of Persons in Household	300% of FPL	200% of FPL
2	\$49,380	\$32,920
3	\$62,340	\$41,560
4	\$75,300	\$50,200
5	\$88,260	\$58,840
6	\$101,220	\$67,480
7	\$114,180	\$76,120
8	\$127,140	\$84,760
9	\$140,100	\$93,400

## TEAM COMMUNICATION AND ACTIVITIES

**MAST Website** [www.milfordswimming.org](http://www.milfordswimming.org)

MAST families will find that all pertinent information is located on the website. Team Unify is the swim team management platform utilized by MAST to ensure comprehensive, easy to find information is available to swimmers and their families at all times. The website is frequently updated and is the centralized location for obtaining information about practices and swim

meets, committing your swimmer to swim meet participation and signing up for fun activities and worker credits. Please check the website frequently.

Each family must have at least one email address to register for and access Team Unify. There is no limit to the number of accounts per family (parents, step-parents, swimmers, legal guardians etc) can register on the website. The coaches, board and parents rely on Team Unify as the sole means of communication with swimmers and their families. All swimmers must have at least one responsible adult registered with Team Unify. Although some information is available to the general public, the club specific information is only accessible to registered families.

## **Social Media**

MAST has both a Facebook page and an Instagram Account. Information is shared via social media, and this is used as a forum to let others in the community know about us. Please note that social media is secondary to the information on Team Unify and that shared via email.

## **SWIM MEETS**

### **Meet Organization**

At a meet, swimmers will compete against other swimmers within the same age group. The typical age group breakdown is: 8 & Under, 9-10, 11-12, 13-14, 15-18, and Open (any age). For USA Swimming invitational meets, the swimmer's age on the first day of a given meet determines the age group he/she will swim in. For Southern Ohio Swim League (SOSL) meets, the swimmer's age on June 1st determines the age group in which the swimmer will compete in all summer.

Races at swim meets are organized by event, heat, and lane assignment. All meets have the same competitive events: Freestyle (free); Backstroke (back); Breaststroke (breast); Butterfly (fly); Individual Medley (IM), which includes laps of each stroke in the order of fly, back, breast, free; Freestyle Relay (4 freestyle swimmers); and Medley Relay (4 swimmers, each doing a different stroke in the order of back, breast, fly and free). Distances for each event can vary and are posted for each meet. Each event will be for a specific gender, age group, distance and stroke: for example, the "Girls 9-10, 50 yard freestyle."

Because there are more swimmers in each event than there are lanes for swimming, each event is broken into heats (groups of 6 to 8 swimmers) depending on the number of lanes in the pool. Swimmers are assigned to heats by their seed time, so that they will be swimming against others with similar times. Finally, the swimmers in each heat are assigned to a lane, with the faster seed times being placed in the center lanes. A heat sheet is usually available for sale at most swim meets. It lists each event, heat, lane assignment, swimmer's name, swim team affiliation, and seed time for all swimmers in the meet.

### **Types of Swim Meets**

Invitational - USA sanctioned swimming "invitational" meets are held under the rules established by USA Swimming. MAST hosts three (2-3) of these meets during the winter season. A typical USA sanctioned meet will have 250-500 individual swimmers representing

many different teams. Each swimmer may compete in 1 to 12 events per meet (up to 4 events per session). A typical meet includes five sessions, which are broken down into a Friday late afternoon/evening session and Saturday and Sunday morning and afternoon sessions. The Friday session is usually longer distance events for all ages. The Saturday and Sunday sessions are split by age, with older swimmers in one session and younger swimmers in the other session. The age used to split between morning and afternoon sessions can vary with each meet, and depends on the number of swimmers of each age group entered in the meet. For MAST home meets, swimmers 11 & older usually swim in the morning sessions and swimmers 10 & under usually swim in the afternoon session.

Dual Meets - MAST belongs to the Southern Ohio Swim League (SOSL) in the summer. This league is broken into two divisions of "A and B". MAST swims in the "A" portion of the league. The other teams in the SOSL are Cincinnati Sports Club, Clinton Hills, Coney Island, Dearborn County, Delshire, Fairfax, Mariemont, Philipps, Western Tennis and Fitness, and Woodhaven. Dual meets against other SOSL teams are usually held on Tuesday evenings and last 3-4 hours.

USA Championships - At the end of each swim season, there is a graduated series of USA sanctioned swim meets called Championships (Champs). For the 14 and under age groups in the winter season (Short Course season – 25 yard) and summer season (Long Course season – 50 meter), Champs consist of a Regional meet (everyone may participate) and a State meet (a swimmer must make the State time standards, or "cut," in order to participate). The 15 and over or Open age group swimmers compete in a meet known as the Senior meet (everyone is eligible for this meet) and a Sectional meet (a swimmer must make the Sectional time standards, or "cut," in order to participate). For very advanced swimmers of all ages, additional Championship meets extend all the way to the National level of competition. Champs use a preliminary/finals format, and usually last three days. Each day has a preliminary session and a final session. Based on prelim times, only the top 12-16 swimmers in each event qualify for the finals in the evening.

SOSL Championships - In the summer, the SOSL runs two types of championship swimming meets. One is the SOSL Relay Championships, in which all "A" division teams participate in at one site and all "B" division teams at another site. All teams enter one relay for each event. No individual swimmer events are held at this meet. The second is the SOSL League Championships; all league teams are involved in this meet. The meet is held in July. This is a two day meet with prelims for all age groups held on the first day. Finals are held on the second day consisting of the top twelve (12) fastest times qualifying for either the Consolation heat (7th through 12th) or the Finals heat (1st through 6th). Once the swimmer qualifies for either of these heats, they are locked in and cannot advance any higher or lower, no matter how fast/slow their final swim (i.e. swimmers in the Finals heat will be placed 1-6 and swimmers in the Consolations heat will be placed 7-12).

To be eligible for SOSL Championships, swimmers must have competed in two (2) dual SOSL sanction meets throughout the season.

## **Types of Pools**

There are basically three (3) types of pools that MAST will be competing in:

- (1) 25 yards (known as Short Course Yards SCY)
- (2) 25 meters (known as Short Course Meters SCM)



(3) 50 meters (known as Long Course Meters LCM)

Milford High School Natatorium is a 25-yard pool. Pools vary in the amount of lanes. Milford High School Natatorium is a six (6) lane facility. There are eight (8) and even ten (10) lane facilities that MAST will compete in.

### **Signing Up For A Swim Meet**

As with all other sports, an athlete that only practices and never puts that practice to the test of competition with other athletes, loses focus and motivation. Only by racing other swimmers does one get an understanding of what it takes to improve. The goals of competition are to participate, compete, improve times and techniques, challenge one's potential, and display good sportsmanship. All MAST swimmers are encouraged to compete in meets.

Signing up for a swim meet is not complicated, but if you have any questions, please ask one of the coaches or an experienced MAST parent. All sign ups will be done via the team website. Families will receive a sign up notice by email with instructions. Sign ups can be changed up to the sign up deadline.

MAST encourages full participation in all posted meets, but a swimmer can participate on only some of the days if desired. You will indicate during sign up which days you wish to attend. Coaches will enter the swimmers into the meet based on this sign up. If you do not sign up for the meet, your child WILL NOT be entered into the meet. All entries turned in after the sign up due date may be charge a late fee by the host club or not be able to swim in that meet at all. Once you are entered into the meet, you are responsible to attend and are subject to charges if you do not. If you have any questions about whether to enter a meet, ask your swimmers coach. MAST coaches will decides what events swimmers will participate in during the season. If there are specific events that the swimmer wishes to compete in, please notify the coach.

Once the sign up deadline is passed, the coach uses the sign up information to create individual and relay entries for that particular meet, and sends the team's entry to the host team for participation in their meet. At this time, MAST writes a check to pay for the entry fees, and refunds will not be given for any reason. Before the meet, a report will be created that includes what events your swimmer will be participating in and additional information information will be posted on our team website. Relay assignments will usually be included (but can also be decided at the meet itself). If for some reason your son/daughter is unable to attend a meet that you have signed up for, please notify the coach as soon as possible.

### **Athlete Equipment**

The MAST team suit must be worn at all meets. The cost of the team suit is included in the overall fees charges to a swimmer. Note: Competitive and practice suits will last longer if they are rinsed out with plain water after swimming.

If wearing a cap at meets, the MAST team cap must be worn. The cost of the team cap is included in the overall fees charge to a swimmer. Note: Caps will last longer if baby powder is frequently used.

Goggles are essential to swimming and must be worn for all practices and meets.

Team t-shirts and sweats are encouraged for both swimmers and parents. Each swimmer will

receive one team t-shirt.

For meets swimmers should be sure to bring enough clothing to keep warm between swims. Extra towels are a good idea as swimmers are in and out of the water several times and towels get soaked quickly. Blankets or a sleeping bag come in handy for placing on the floor in the team area for the swimmers to sit and lay on. Remember to bring games, books, or crafts to occupy the swimmers between swims. Please do not bring expensive items, such as iPods, iPads, cell phones, computers or electronic games. As the swimmers come and go during meets, there is a chance that items may come up missing. Chairs and reading material are also a good idea for parents.

### **At the Swim Meet**

Plan on arriving at the pool at least 15 minutes before the scheduled warm-up time begins. MAST will have a team area where swimmers and parents can sit together during the meet. This area is generally located away from the pool (in a hallway, cafeteria, gym, or field) and can be cold, so remember to bring proper attire to keep warm. Look for other swimmers or coaches when you arrive at the pool, and find a place to put the swimmer's belongings and a place for you to sit. Families can bring chairs or blankets/sleeping bags to sit on in the team area.

Next, the swimmer needs to report to their coach for warm-ups and to see if they must "check in" for any events. Parents who are working at home meets need to check in to confirm their work assignment. A Volunteer Coordinator will tell you when and where to report for your work assignment.

After warm-ups, many swimmers write each event number, heat, and lane assignment on their arm or back of their hand for quick reference during the meet. Once the meet begins, swimmers are expected to swim in all their events.

Between races, swimmers are to rest and stay in the team area or they are encouraged to cheer for other MAST swimmers.

As the meet progresses, the announcer will "call" the event numbers two or three times in advance to give the swimmers time to get ready for their events. Swimmers are expected to know which events they are in, to listen for the events being called, and to be on time for their swim. When a swimmer's event is announced, the swimmer will report to either the Clerk of Course or to the starting blocks, depending on the age group. Swimmers 8 and under will usually report to the Clerk of Course, where parents will organize them into the correct heats and lanes, and escort them to the blocks. Swimmers 9 and older will usually report directly to the starting blocks.

After the end of every race, the swimmer should go straight to the coaches to discuss the race. Please be patient until a coach has the opportunity to discuss the race. At a meet, the coaches will offer swimmers praise for effort and improvement, and will also offer advice on technique: what the swimmer did, why they did it, and recommendations for further improvement. After all races, swimmers are expected to report to the coaches first, before going anywhere else.

Parents should offer encouragement and understanding about what the swimmers are experiencing and trying to accomplish. Parents should focus on improvement in time and technique, NOT finish place.

All questions swimmers or parents have concerning the meet results, officiating, or the conduct of the meet, should be referred to the coaches. They will pursue the matter through the proper channels.

When the meet is over, please clean up your area and make sure you have all your belongings. As soon as possible after each meet, the coach will put the meet results onto the website.

## **Nutrition**

Special attention should be given to diet before meets. Pre-meet meals should be high in complex carbohydrates (whole wheat pasta, whole wheat bread), lean protein (chicken), steamed vegetables, fresh vegetables, and fruits.

While each meet will have a concession area, coolers are usually allowed at meets for anything brought from home. Stay away from sugar and junk food during the meet. Suggested snacks are fruits, veggies, granola bars, low sugar cereal, bagels, low sugar muffins, pretzels, and baked crackers. Remember to drink plenty of fluids like water or watered down sports drinks. No carbonated drinks or juice. If you eat lunch at the meet, remember to eat light.

## **ATHLETE CONDUCT**

### **Locker Rooms**

MHS locker rooms are to be used for changing and showering for practices and meets. Absolutely NO HORSE PLAY of any kind should be going on. The back hallway is off limits during all MAST practices. Please do not exit out the back doors of the locker room. If this becomes a problem, swimmers will lose the rights to the locker room. Parents please supervise this as much as possible with your smaller children.

Coach is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying, all such complaints are investigated promptly.

### **MAST Team Travel Policy**

During travel, swimmers are often away from their families and support networks, and the setting – new changing areas, locker rooms, pools, automobiles and hotel rooms – is less structured and less familiar. The purpose of a Team Travel Policy is to establish standards of behavior and manage expectations of the clubs and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

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

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer (unless the coach is the parent, guardian, sibling or spouse of that particular swimmer).
- Team managers and chaperons must be members of USA Swimming and have

successfully passed a USA Swimming administered criminal background check.

- When only one swimmer and one coach travel to a competition, the swimmer must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- MAST Team Travel policy must be signed and agreed to by all swimmers, parents, coaches and other adults traveling with the club.
- During team travel, when conducting room checks and attending team meetings and/or other activities, two deep leadership and open and observable environments will be maintained.
- Swimmers should not ride in a coach's vehicle without another adult present that is the same gender as the athlete, unless prior written parental permission is obtained.
- For overnight travel meets with MAST, each swimmer shall travel to and from the meet with a parent or legal guardian, unless prior written permission is given to the Head Coach for the swimmer to ride with another MAST family or a family designee.
- For overnight travel meets with MAST, each swimmer shall stay in a hotel room with a parent or legal guardian, unless prior written permission is given to the Head Coach of the swimmer to stay overnight with another MAST family or a family designee.
- If only one swimmer and one coach travel to a competition, the coach and swimmer should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the swimmers and to protect the coaching staff, there should be no male swimmers in female swimmer's rooms and no female swimmers in male swimmer's rooms (unless the other athlete is a sibling or spouse of that particular swimmer).
- A copy of the MAST Code of Conduct must be signed by each swimmer and his/her parent or legal guardian.
- MAST officials should obtain a signed liability release and/or indemnification form for each swimmer.
- MAST officials shall carry a signed medical consent or authorization to treat form for each swimmer.
- Curfews shall be established by MAST, when appropriate, for each travel meet.
- 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.
- The directions and decisions of Head Coach are final.
- 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 restaurants or any other place at which the team has gathered without the permission of the Head Coach or his/her designee.
- When visiting public places, such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperon.

- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate MAST leadership and the parents or legal guardian of any affected minor athlete.

### **MAST Electronic Communication Policy**

MAST recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary methods of communication. While MAST acknowledges the value of these methods of communication, MAST also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communication between a coach or other adult and a swimmer 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.

Any communication with a swimmer, including electronic communication, should not contain references or relate to any of the following:

- Drug or alcohol use;
- Sexually oriented conversation, sexually explicit language and/or sexual activity;
- The adult's personal life, social activities, relationship or family issues or personal problems; and/or
- Inappropriate or sexually explicit pictures.
- Any communication from a coach concerning a swimmer's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.
- **Transparent:** All electronic communication between coaches and swimmers should be transparent. Communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- **Accessible:** All electronic communication between coaches and swimmers is considered part of MAST's records. Whenever possible, coaches will include another coach or parent in the communication so that there is no question regarding accessibility.
- **Professional:** All electronic communication between coaches and swimmers should be conducted professionally. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a staff member.
- Coaches may have personal Facebook, or other social media pages, but they are not permitted to have any swimmer of MAST join their personal page as a "friend." A coach will not accept any "friend" request from a swimmer, and the coach will remind the swimmer that this is not permitted. Coaches and swimmers are not allowed to "private message" each other through social media pages. Coaches and swimmers are not permitted to "instant message" each other through Facebook chat or other IM methods.
- Coaches should set their social media pages to "private" to prevent swimmers from accessing the coach's personal information.

- As MAST has an official Facebook page, swimmers and their parents can “friend” MAST for information and updates on team related matters.
- Coaches are not allowed to follow swimmers on Twitter. Swimmers are not allowed to follow coaches on Twitter. Coaches and swimmers are not allowed to “direct message” each other through Twitter.
- Texting is allowed between coaches and swimmers during the hours of 7:00 a.m. until 9:00 p.m. Texting shall only be used for the purpose of communicating information directly related to team activities.
- Coaches and swimmers may use email to communicate between the hours of 7:00 a.m. and 9:00 p.m. When communicating with a swimmer through email, the coach shall also copy a parent, a Board member or another coach.
- The parent/legal guardian of a swimmer may request in writing that their child not be contacted by coaches through any form of electronic communication.

### **MAST Anti-Bullying Policy Purpose**

Bullying of any kind is unacceptable at MAST and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. MAST is committed to providing a safe, caring and friendly environment for all of our swimmers. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or Board member.

Objectives of MAST’s Anti-Bullying Policy:

- To make it clear that MAST will not tolerate bullying in any form.
- To define bullying and educate all coaches, swimmers, parents and Board members of the types of behavior that constitute bullying.
- To inform all coaches, swimmers and parents that there is a policy and protocol, should any bullying issues arise.
- To make clear the responsibility of all MAST members to report bullying.
- To spread the word that MAST takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

Bullying is defined in the USA Swimming Code of Conduct (304.3.7) as the severe or repeated use by one or more USA Swimming members (“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:

- Causing physical or emotional harm to the other Member or damage to the other Member’s property;
- Placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other Member at any USA Swimming activity;
- Infringing on the rights of the other Member at any USA Swimming activity; or

- 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 MAST).

Any swimmer who feels that he/she has been bullied should do one or more of the following things:

- Talk to his/her parents
- Talk to a MAST coach or Board member;
- Write a letter or email to a MAST coach or Board member;
- 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 a MAST coach or Board member as soon as possible to stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled.

If bullying is occurring during team- related activities, MAST coaches will stop bullying on the spot using the following steps:

- Intervene immediately, getting another adult to help if necessary.
- Separate the youth involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the youth involved, including bystanders.
- Model respectful behavior when intervening.

If bullying is occurring with MAST or it is reported to be occurring, MAST will address the bullying by finding out what happened and supporting the youth involved using the following approach:

Find out what happened:

- Get the facts.
- Keep all the involved youth separate.
- Get the story from several sources, both adults and youth and gather all available information regarding the circumstances under which the incident occurred.
- Listen without blaming.
- Don't call the act "bullying" while trying to understand what happened.
- Determine if it's bullying:
- Review the USA Swimming definition of bullying;
- To determine if the behavior is bullying or something else, the following will be considered:
- What is the history between the youth involved?
- Have there been past conflicts?

- Is there a power imbalance? Power imbalance is not limited to physical strength and can include things like the “popularity” of the youth involved.
- Has this happened before? Is the youth worried it will happen again?
- Remember that it may not matter “who started it.” Some youth who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- Once it has been determined if the situation is bullying, support all the youth involved.
- Supporting the youth involved:
- Support the youth who are being bullied:
- Listen and focus on the youth. Learn what has been going on and show you want to help. Assure the youth (victim) that bullying is not his/her fault.
- Work together to resolve the situation and protect the bullied youth. The youth, parents, and fellow MAST swimmers and coaches may all have valuable input. It may help to:
- Ask the youth being bullied what can be done to make him/her feel safe.
- Changes to routine, such as swim group changes, should be minimized.
- He/she is not at fault and should not be singled out.
- Develop a game plan. Maintain open communication between MAST and the parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied youth.
- Address bullying behavior:
- Make sure the youth who engaged in the bullying behavior understands why his/her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.
- Show youth that bullying is taken seriously. Calmly tell the youth that bullying will not be tolerated. Model respectful behavior when addressing the problems.
- Work with the child to understand some of the reasons he/she bullied (i.e. is the victim “different” than him/her, is there something going on at school/home?).
- Involve the youth who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others (i.e. write a letter of apology, repair any damaged property).
- Avoid strategies that do not work or have negative consequences (i.e. “three strikes and you’re out,” zero tolerance, peer mediation, conflict resolution).
- Follow-up
- Support bystanders who witness bullying. Every day, youth witness bullying. They want to help, but don’t know how. Fortunately, there are a few simple ways that swimmers can help stop bullying when they see it happening:
- Be a friend to the person being bullied.
- Tell a trusted adult – parent, coach, Board member.



- Help the youth 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.
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If nothing else, walk away.

### **MAST Code of Conduct**

- All swimmers and parents/legal guardians shall read and document their agreement to the MAST Code of Conduct and all MAST policies by signing a copy of the Code of Conduct.
- All swimmers and parents/legal guardians shall read the USA Swimming Code of Conduct [http://www.usaswimming.org/\\_Rainbow/Documents/b3db792a7c0c4844943898187575129c/Code%20of%20Conduct.pdf](http://www.usaswimming.org/_Rainbow/Documents/b3db792a7c0c4844943898187575129c/Code%20of%20Conduct.pdf)
- Swimmers and parents/legal guardians shall display proper respect and sportsmanship toward coaches, officials, administrators, Board of Trustee members, teammates, fellow competitors and the public at all times.
- Swimmers and parents/legal guardians 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.
- The possession or use of alcohol or tobacco products by any swimmer is prohibited.
- The possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden. VII. No "deck changes" are permitted. Swimmers are expected to use available changing facilities.
- Swimmers shall remember that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and MAST. Swimmer behavior must positively reflect the high standards of MAST.
- Swimmers are to refrain from inappropriate physical contact at team activities and events.
- Swimmers are to refrain from the use of inappropriate language.
- Failure to comply with the MAST Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - Dismissal from the trip and immediate return home at the swimmer's expense;
  - Disqualification from one or more events, or all events of the competition;
  - Disqualification from future team travel meets;
  - Financial penalties;
  - Dismissal from the team; and/or
  - Proceedings for a USA Swimming National Board of Review.

## WORKER POLICIES AND PROCEDURES

Every swim club's success is dependent on the strength of its volunteers. Within MAST, we have multiple ways for each family to participate: 1) swim meets, 2) board member positions, and 3) committee chairs.

To ensure that volunteer jobs are divided EQUITABLY among ALL families participating in the swim team program, the MAST Board tracks worker shifts. All swim team families are required to perform volunteer functions as a condition of the membership of their swimmer on the team. All families are required to work a certain amount of credit hours per swim season. The majority of these credits can be earned during our hosted swim meets, but there will be other opportunities as well at away meets, team banquets, lap-a-thon, etc. Once we have a full count of families signed up, we will send an email detailing the current season requirements. Noncompliance with worker requirements will result in the family being billed \$25.00 per missing credit hour.

Worker sign ups will be done through our website (Team Unify). An email notification is generated when sign ups are open, and positions are first come, first serve.

To receive credit, all volunteers must sign in with a Volunteer Coordinator at the meet during Warm-ups. At sign-in, the Volunteer Coordinator will pass out lanyards for all volunteers to wear during their shift.

### Volunteer Chair Positions & Credits

Volunteer Chair positions are another way to earn credits for the season. Volunteer Chair positions oversee certain positions or provide additional, potentially, non-meet related functions. Because these positions take time, they earn credits toward volunteer credits. If a job is shared between one (1) or more persons, then the associated point values are split. Point values must be split in whole numbers.

Position	# People	Winter Credits	Summer Credits	Description
Board of Trustees Member	See By-laws	0	0	See By-laws
Board Secretary	1	2	2	See By-laws
Board Treasurer	1	4	2	See By-laws
Concessions Chair	1-2	4	2	Arrange for the purchase and/or donation of items to be sold at concessions; on site for the opening and closing of the concession area; seek donations of items items from MAST families or local food establishments; oversee the

				Parent Volunteers who sign up for Concessions.
Volunteer Chair	1	4	2	Responsible for setting up the online signups; obtaining all volunteers for Swim Meets; tracking work sessions, creating lanyards; and reporting to Treasurer any missed assignments for billing.
Hospitality Chair	1-2	4	2	Responsible for acquiring all food for the Hospitality Room. This may include arranging for the purchase of items; and getting others to make/donate items; be onsite for setup and clean up and to instruct the Parent Volunteers
Spiritwear Chair	1	2	1	Responsible for taking all orders for merchandise; placing order with vendor; picking up and distributing order to swimmers; coordinating accounting with Treasurer.
Social Chair	1	2	1	Responsible for the Lapathon fundraiser; coordinating all aspects of the end of season Banquets; assisting the Board with special programs and social events. Also works with the spiritwear chair to distribute spiritwear and collect money
Fundraiser Chair	1	4	2	Design, promote and lead sales of corporate or individual sponsorship of MAST Heat Sheets. Will need to collect all advertising money. This position requires that volunteer has software program to do design layouts.

## **Meet Worker Positions:**

### **NO EXPERIENCE REQUIRED**

**Timer** – Timers are required to time each heat of each event in his/her designated lane. There will be two timers assigned to each lane for the duration of the session. The timers provide a back up to the touch pads if there is a malfunction in the touch pads during any heat/event. Each time is documented. It is also helpful if the timers confirm each swimmer is in the correct lane in the correct order as they step up to the block (particularly for younger children). Timers will receive specific instructions on the use of the stopwatch and secondary timing devices prior to the meet. Timers must arrive at the meet 30 minutes before the start of the session.

**Back up Timer** – A back up timer is responsible for starting 2 stopwatches at the beginning of each heat, for each event. The back up timer will swap stopwatches with any timer who misses the start of the heat. Back up timers must arrive at the meet 30 minutes before the start of the session.

**Runner** – The runner travels between the score table and the timers to collect the recorded times. This occurs when there is a missing or inaccurate time on the touch pad. The runner must arrive 15 minutes before the start of the session.

**Concessions** – Two volunteers are assigned to the concession stand to sell items throughout the meet. Each volunteer is encouraged to leave as needed to watch their swimmer compete and then return to the concession area. Concessions workers for the morning session should arrive during warm-ups to set up; those in the afternoon session should plan to stay for the duration of the meet to clean up and put items away.

**Hospitality** – The hospitality room is for coaches and officials. The hospitality volunteer is responsible for keeping the hospitality room clean, ensuring food is available etc and distributing drinks to the officials, volunteers and coaches out on the pool deck. This involves carrying a tray filled with a variety of drinks around the deck 1-2 times per session. Hospitality workers for the morning session should arrive during warm-ups to set up; those in the afternoon session should plan to stay for the duration of the meet to clean up and put items away.

**Clerk of Course** – The clerk of course volunteer will only be needed during the morning session. We will also have 3 junior high or high school swimmers working the clerk of course. The clerk of course ensures the 8u swimmers are lined up, in order behind the starting blocks prior to the start of their race. There will be clerk of course staging area defined prior to the meet and the announcer will make an announcement when it is time for swimmers to report to the clerk of course. The worker for clerk of course must arrive 30 minutes prior to the start of the meet.

**Marshal** – The marshal will be stationed at one of two points on the pool deck (near the glass double doors/girls locker room or far left corner of the pool near the computers/boys locker room). The marshal is responsible for patrolling the pool deck to ensure parents/spectators do not congregate near the pool doors, on the corners of the pool or on the side where the coaches stand (side of the pool where offices and locker rooms are located). The marshal is also to patrol the locker rooms throughout the session to ensure appropriate behavior. The worker for the marshal position do not require experience, but should be comfortable approaching spectators and swimmers and telling them to move. The marshal must arrive during warm ups. We need one male and one female marshal at each session so that both locker rooms can be monitored.

Ribbons – This volunteer will take pre-printed labels and affix them to the place ribbon corresponding with the designated ribbon. The worker for this position is not typically need until about an hour after the start of the meet but should be prepared to stay past the conclusion of the meet for approximately 30 minutes.

Meet Clean Up – Patrol the area after each session to ensure all garbage is in the proper receptacle.

### **Meet Worker Positions:**

#### **EXPERIENCE REQUIRED**

Computer/Console - This position requires knowledge of the technical supports used to run the scoreboard, evaluate times and communicate with the official at the score table.

Assist the Meet Official – This position requires previous involvement with running a swim meet and an understanding of the timing/recording system.

Announcer – This position requires experience with the pace of a swim meet. This volunteer is responsible for notifying swimmers of upcoming events, calling swimmers to the blocks/clerk of course and announcing the meet status prior to each heat. This volunteer also makes announcements at the request of the officials/coaches.

### **MAST SWIM GROUPS**

MAST groups' swimmers by skill level, age, level of commitment, practice habits and experience. Our goal is to offer challenging workouts to allow swimmers to compete to the best of their abilities. New swimmers will need to be evaluated by one of our USA Swimming coaches to determine the group that fits them best.

#### **Eaglet**

This is a special instructional group for younger swimmers who have completed swim lessons and are interested in swim team but perhaps are not ready yet. This group swims part of our season.

#### **Red One**

This is our entry level group for beginning swimmers, ages approximately 10 and under. Swimmers will develop their stroke technique, learn how to perform correct starts and turns, and gain the confidence they need to become competitive swimmers.

#### **Red Two**

In this group swimmers will focus on learning both Breaststroke and Butterfly while still developing Freestyle and Backstroke. Swimmers ages approximately 11 and under. While stroke technique is a major focus for this group, swimmers will also begin to learn training sets and how to race.

### **Red Three**

This group is for swimmers working on all strokes and is an entry level group for older swimmers, ages approximately 11 and over. Swimmers will develop their stroke technique, learn how to perform correct starts and turns, and gain the confidence they need to become competitive swimmers.

### **Black One**

Athletes move into this group after demonstrating proficiency in all four strokes and showing that they can train for 60 minutes. Swimmers will develop the skills needed to have success in swimming.

### **Black Two**

For experienced swimmers who've been competing for a while and who are learning to train at a high level. They will train to develop their endurance while continuing to perfect their strokes. Generally swimmers ages 10 and up are in this group.

### **Black Three**

Swimming is a very high priority for athletes in this group as they strive for personal excellence and elite level performance. Athletes in this group need to be able to handle time management and balance their academic, personal and athletic schedule. This group is available only to year round MAST swimmers.

## **TEAM PERSONNEL**

### **Coaching Staff**

(see website for contact information)

Head Coach: Corey Dauw

Coaches: Tiffany Brumberg, Emma Frye, Martin Martinez

(Updated 2018)

### **Officers and Board of Trustees**

(See website for contact us link)

President: Rachael Larrimore

Vice President: Chris Chapman

Treasurer: Laura Rosenbaum

Secretary:

Trustees: Brain Roeper, Nina Cornwell, Ben Otten, Dana Miele  
(Updated 2018)