



THE DALLES SWIM TEAM HANDBOOK 2019-2020

The Dalles Swim Team
PO Box 157
The Dalles OR 97058
Website:
TDSWIMTEAM.ORG

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Welcome

Welcome to The Dalles Swim Team (“TDST”). Whether you are joining us for another season or are new to the team, we hope swimming with TDST is a rewarding experience you will carry with you for a lifetime. This handbook is an overview of our team, its history and philosophies. It also contains reference information that will serve you in the coming season. Take time to read this handbook and if you have any questions, please feel free to call on any of the board members or your child’s coach for more information.

Mission Statement

TDST offers The Dalles area youth an affordable opportunity to participate in competitive swimming by coaching them to their individual potential in a POSITIVE team experience.

Team Philosophy

TDST training philosophy is more than just diving into the pool and swimming laps in preparation for competition. We use a systematic approach toward the training of our athletes. TDST is a competitive swimming team offering two seasons of instruction, training, and competition to young people. We have talented coaches interested in helping develop successful people, as well as successful swimmers. The following team objectives have been set forth:

- 1) To encourage physical fitness, conditioning, development of self-esteem and a positive self-image through participation in competitive swimming.
- 2) To provide an environment for self-improvement and goal achievement through hard work, dedication, self-discipline and perseverance.
- 3) To promote good sportsmanship, integrity, and team loyalty through healthy competition.
- 4) To develop a family-focused team that includes community involvement and awareness.
- 5) To participate in local swimming events as sponsored by USA Swimming.

We train, celebrate, and support each swimmer as a team, but swimming is truly an individual sport. It allows for each swimmer to compete against their own times and progress at his/her own skill levels.

TDST expects all swim team members will work within the “TEAM” concept. Meaning, all members of the team and their families should support each

other in good times and bad. This constant support creates an environment encouraging both physical and emotional growth in our swimmers. It is our goal to develop not only strong swimmers, but positive and confident young men and women.

History

TDST is a nonprofit organization dedicated to supporting swimmers of all skill levels by providing an enjoyable, competitive swimming experience, and encouraging life-long fitness and family recreation. TDST was formed in 1966 by Ted Walker, a swimming instructor who moved to The Dalles. He was instrumental in the construction of the original natatorium, the local swimming pool, and in 1993 the pool was renamed in his honor. Today, we call our annual summer swim meet the “Ted Walker Invitational” and strive to carry on his love for swimming.

TDST provides more than 80 youth in The Dalles area with the opportunity to learn and compete in a sport they can carry with them their entire lives. Swimming is one of the only sports you can learn when you are 4, and still be doing when you are 94. It is also one of the few sports you can safely do at any age without injury to the joints. An additional benefit is that knowing how to swim can save lives – those of your children, and those of others. In our region, with easy access to water for swimming, boating, fishing, wind surfing and more, knowing how to swim is vital.

Swim team is an important part of the community. It reaches an audience not always met by other sports as it provides an opportunity for everyone to participate and find their own success. It is also a family sport. Rather than juggling the different teams, practices and games that go along with having kids of varying ages, parents find swim team is fun and enjoyable. Kids from 5 to 18 compete on the same team, in the same location, at similar times, which allows kids to support and learn from each other.

The Club

TDST is a member of USA Swimming. It is a non-profit club staffed by unpaid volunteers and paid coaches. Coach pay is funded by swimmer fees and fundraising efforts. Traditionally, TDST hires a head coach, and at least one assistant coach. Many of our coaches are former TDST swimmers who still want to be involved with the sport and give back to the organization that affected their lives when they were young.

The Board

TDST is ran by a volunteer Board of Directors. The TDST Board generally meets the first Monday of the month in the MCMC Board Room, and all meetings are open to swim team families. Board members are available to meet with you to answer any question, or address any concern you might have. Feel free to contact them directly as listed below or you can often find them on the pool deck during practice.

President: Guy McAllister – guymcallister@gmail.com

Vice President: Autumn Randall – amorettyrandall@yahoo.com

Treasurer: Amie DiGennaro – amie.d@charter.net

Secretary: Chris Marlinga – summertooth@gmx.com

Didi Abbas – didiab95@gmail.com

Staci Coburn – staci.l.coburn@gmail.com

Charles McCartney – mcc.charles1@gmail.com

Nathan Parker – natep473@gmail.com

Amy Webber – freckledmama@gmail.com

Amber Wilson – ajc3178@gmail.com

Team Structure

In an effort to ensure each of our swimmers are in an environment in which they will succeed, TDST offers four swim team levels. Swimmers are assessed and placed on a specific team largely determined by age group prior to each season by the coaching staff and board members. Within each age group, coaches will work with the varying levels of swimmers by skill level. There may be as many as three different skill levels in each team, for example: Gold 1, Gold 2, and Gold 3, with specific criteria to accomplish in order to move to the next level.

All swimmers are expected at a minimum to be able to swim 25 meters unassisted with good breath control and float on their back. For those swimmers who are not quite ready for swim team, we can refer you to a great swim instructor who can provide that initial training.

Fishies Team – Fall 2019 Kindergarten & First Grade

This entry level of team is designed to introduce young swimmers to the sport of swimming. Emphasis is on teaching the fundamentals of the four competitive strokes in a fun atmosphere. Generally, during our summer

team season, this team practices five mornings a week, for 45-60 minutes each morning.

Bronze Team – Fall 2019 Second & Third Grade

Most swimmers on this team can properly perform breast, back and freestyle strokes, can swim 100-meter freestyle without stopping, and are ready to learn more advanced stroke techniques in all strokes. Generally, during our summer team season, this team practices five mornings a week, for 60 minutes each morning.

Silver Team – Fall 2019 Fourth, Fifth & Sixth Grade

This team is a transitional level in which swimmers move from primarily stroke instruction, to actual competitive training. With careful attention paid to both stroke technique and training skills. Most swimmers on this team have successfully fulfilled Bronze Team requirements as well as can legally swim all four strokes for at least 25 meters, properly demonstrate starts and turns for each of the four strokes, and swim six 50-meter freestyles on the 45 second mark. Generally, during our summer team season, this team practices five mornings a week, for 90 minutes each morning. They also have optional practices two afternoons a week, for 120 minutes each.

Gold Team – Fall 2019 Seventh thru Twelfth Grade

This team is the highest level of TDST. Here swimmers focus on training and conditioning that will prepare them to become competitive at swim meets. Most swimmers on this team have successfully fulfilled Bronze and Silver Team requirements as well as incorporate turns during their full workout, swim two 500-meter freestyles back to back, and swim eight 50-meter freestyles on the 40 second mark. This team provides committed and motivated young swimmers an opportunity to train seriously. Generally, during our summer team season, this team practices five mornings a week, for 120 minutes each morning. They also have optional practices two afternoons a week, for 120 minutes each.

Optional High School Team – Fall 2019 Tenth thru Twelfth Grade

This team is an optional team for Gold level swimmers only that are entering the tenth thru twelfth grade in the fall. The team will cover the same core competencies as the Gold team, but on a limited number of practice days. This option limits swimmers to only four practices a week, consisting of any combination of the five morning practices and two afternoon practices.

Summer and Winter Seasons

TDST strives to offer two competitive seasons, both Summer and Winter Swim Team Season. Our traditional Summer Team is held at the Northern Wasco County Aquatic Center (Ted Walker Memorial Pool) outdoor pool. Practices are held Monday through Friday mornings at specific times for each team, and generally two afternoons a week for optional Silver and Gold Team practices. Traditionally, TDST attends four competitive out of town meets during the summer season. These swim meets are two to three day meets usually from Pendleton to our east, Bend to the south, and as far as Lincoln City or Hillsboro to our west.

Our winter team practices indoors at Gorge Athletic Club – TD (“GAC”) with varying times two afternoon/evenings a week and Saturday mornings. Traditionally, TDST attends three competitive out of town meets during the winter season in similar locations as mentioned above.

As a competitive swim team, swim meets are an important part of swim team, where a swimmer can apply the work put in at practice toward a tangible, measurable goal. Swim meets are fun, they can build self-confidence and self-esteem, and can motivate swimmers to work hard and to apply themselves in practice. This is a great opportunity for swimmers to obtain ultimate feedback on how they are training in a safe and competitive environment, offer encouragement for other team members, and to compete in team relay events.

The expectation for the Summer 2019 Season is that every team member swim in at least one event at the Ted Walker home meet June 21st - June 23rd. If other sporting events or a planned family vacation will keep a swimmer from attending the Ted Walker home meet, please visit with the head coach or a board member prior to the meet and an alternate meet can be selected. All swimmers are strongly encouraged to attend at least one additional away meet. Starting with the Winter 2019/20 Season, the TDST Board is considering requiring all swimmers to participate in at least 50% of the swim meets.

Inclement Weather

During the summer season swim team practices regularly as scheduled under all weather conditions with the exception of lightening. If there is a

lightening event, the lifeguards will direct our swimmers from the pool and give guidance when it is safe to return.

During the winter season swim team practices regularly as scheduled under all weather conditions. However, during extended weather events swim practice may also follow school closure guidelines. Please watch the website closely during this time as the board strives to update practice changes prior to noon of the day of practice.

Parents and Coaches

The coaches and parents of TDST swimmers act as one team dedicated to providing a swim program that will enable each athlete to learn the value of self-improvement and personal motivation. The coaches of TDST are trained to guide and direct the children in their swimming development; the parents will aid this process by actively participating in team activities and encouraging their swimmer(s) and all TDST swimmers.

Grievance Procedure

On occasion, parents or swimmers may have concerns that might require special attention by coaches or the TDST Board. Such concerns should be first addressed in a pre-arranged meeting with the Head Coach. Please do not disturb coaches on deck immediately preceding or during a scheduled practice. This takes away from their coaching time with all swimmers. If additional attention is needed, please feel free to contact any member of the TDST Board.

Coaching Staff

The TDST coaching staff consists of Head Coach, Derek Shortt, and Assistant Coach, Ann Goodman. Additional assistant coaches, and periodically, guest coaches with specific stroke & turn expertise may be incorporated as the schedule and roster allows.

Team Head Coach – Derek Shortt

Winter Season Head Coach/Summer Substitute Coach – Ann Goodman

Summer Assistant Coaches – Abigail Timmons and Brianna Stavaas

Volunteer Coach – Pat Short

Minor Athlete Abuse Prevention Policy

As a USA Swimming member team TDST follows all USA Swimming required policies. The top priority continues to be keeping all athletes safe. No form of abuse, including child sexual abuse, has a place in swimming. Please review the Minor Athlete Abuse Prevention Policy incorporated at the end of this Handbook. All families will be required to review and sign this policy annually.

Parental Responsibilities

Registration Forms

All registration forms for swimmers must be completed prior to your child getting into the water to practice. An online payment method for the entire swimmer fee, or the offered monthly payment plan, must be provided during the registration process. A USA Swimming registration fee must be paid annually for all swimmers. These stipulations are necessary in compliance with the laws of USA Swimming and for insurance purposes.

Meet Entry Fees

Swimmers pay fees when competing in USA Swimming sanctioned meets. These fees help offset the expense of running the meet as well as provide funding to the hosting swim team/clubs. These fees to the hosting swim team/club average \$8.00-\$18.00 facility and USA Swimming Surcharge fee, and \$2.00-\$4.00 per event fee. All meet fees are paid online thru the meet signup registration site. All meet fees, both home and away, are non-refundable. Once a swimmer is signed up as attending a meet, the coaching staff will assign events and the swimmer's account of record will be charged.

Timing at Meets

It is vitally important for all parents to participate in any attended swim meets whether our own hosted meet, or those held by other clubs. When your swimmer goes to a meet, you should plan to assist with timing for at least one timing session of the meet. Timers provide a critical backup which is used if further verification is needed for a swimmer's time to be valid.

This important duty is performed at every meet and keeps the meets running efficiently. Not only is this job simple, but also is a great way to meet other parents and it gives you the best seat in the house. Training is provided by the head timer prior to each meet. The time spent timing at meets hosted by

TDST can be applied to your family time commitment (see Family Time Commitment Section). For the summer season, up to two hours of volunteer timing at a meet hosted by another team, can be applied to your non-Ted Walker Swim Meet Family Time Commitment hours.

Swim Practice Etiquette

Please ensure your swimmer arrives timely ready to be in the pool. Late arrivals disrupt the flow of practice. At no time should swimmers enter the pool until directed by the appropriate coach.

Summer practice is held at the Northern Wasco County Aquatic Center Pool. Drop-off for practice is perfectly acceptable as long as young unattended swimmers arrive no more than 10 minutes prior to practice. Early unsupervised arrivals tend to cause horse-play that also disrupts other practices. There is plenty of space for parents to casually observe practice or bring a suit and your swim pass, often there is a lane available for lap swim.

Winter practice is held at the GAC. The club has been so generous as to allow our team to practice in a space where their dues paying members swim. Please ensure all swimmers, and family members waiting for swimmers, are respectful of the facility and the club members there trying to use the facility. We have been asked to not drop off swimmers more than 10 minutes prior to practice, and if parents and family members are staying for practice or arrive for pickup before the end of practice to please wait inside the pool area on the newly provided bleachers. There are no exceptions to this request. The club does not want families or swimmers loitering in the hallways or front entry area during practice times.

Locker rooms are a privilege at both of our practice locations, as well as our meet locations. Please ensure your swimmer does not put themselves, or the team, in jeopardy of losing that privilege. While waiting for your swimmer after practice, we would appreciate any assistance with policing the appropriate locker rooms. At no time should any team member be participating in horseplay such as using multiple showers, soap fights, towel snapping, hiding clothes of other swimmers, etc. All locker rooms should be left in the condition they were in when the swimmer arrived. This is particularly true at GAC, where our swimmers are often interacting with club members. At all times TDST Swimmers should conduct themselves in a

manner that reflects well on the team as a whole, or their locker room privileges may be removed.

Practice sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the team levels. It is important that each swimmer attends as many practices as possible, in order to derive the full benefits of the program.

Equipment

Swimmers are responsible to provide all personal equipment needed for training and competition. All swimmers should come daily ready to practice dressed in a properly fitted swimsuit (female one-piece) with appropriately labeled swim equipment in a mesh equipment bag: drinking water in a non-glass water bottle, two pairs of goggles, swim cap, towel and sunscreen. All hair below chin length should be secured with a hair tie and in a cap. Please see the suggested Swim Practice Packing List, and Swim Meet Packing List at the end of this document for helpful reminders. Please notify a coach or board member if you need assistance with supplying training equipment.

All Silver and Gold Team swimmers should have the above labeled equipment as well as swim fins (coach recommended Sporti Training Fins), kickboard, pull buoy, required swim cap, and all boys should have a jammer suit or a suit of a similar style. The team strives to provide an ample supply of kickboards and swim fins for Fishie and Bronze Team swimmers. Your swimmer may prefer to provide their own training equipment. Please ensure all such equipment is labeled as best as possible with your swimmer's name. At no time should a swimmer use another swimmer's training equipment without express permission.

Team branded suits, and parkas with the TDST logo are optional, but highly encouraged for those swimmers swimming at meets. Team suits and silicone caps personalized with last names will be group ordered prior to the start of the summer season. These suits are encouraged to be saved for swim meets, so they are in good condition at that time. If a swimmer chooses to provide their own personal competition suit, please check with a coach prior to ordering as there are specific requirements for competition suits, and we wouldn't want a swimmer kept from swimming at a meet for not having an approved suit. USA Swimming has banned the use of technical racing suits 12-and-younger swimmers. TDST will provide each swimmer with a non-personalized team latex swim cap and t-shirt.

Gold Team swimmers are expected to arrive at the Ted Walker Pool during the summer team season no later than 6a on a rotational basis a couple of weeks per season to help install lane lines, and stay a few minutes after practice to remove lane lines those same weeks. Weeks will be assigned by swimmer family, and it will be the swimmer family responsibility to find a replacement. The team is depending on you.

Communications

Parents are encouraged to keep the Secretary of the TDST Board updated with their current email address, should changes occur mid-season. Team communications and updates from coaches are regularly relayed via email. New for this year, is our TeamUnify TDST site. Please check this site TDSWIMTEAM.ORG regularly for current updates and information. There is also a corresponding OnDeck app for Team Unify that works on most mobile devices.

Injury Notification

Although all TDST coaches and board members make every effort and take every precaution to ensure all swimmers are safe while participating in swim team, on occasion accidents do occur. Please ensure that your swimmer(s) is following the safety directions provided by staff and lifeguards at all pools, in all locker rooms, and swim decks. All injuries will be reported directly to a parent via a coach or board member as soon as is possible. As a parent, please share with a coach or board member any injuries that went unreported during practice as soon as is possible.

Swimmer Fees

TDST currently offers two different payment options for swimmer fees to choose from at the time of registration. Swimmer Fees vary every season and by swim team level. The current fees are detailed on the table below.

TDST Swimmer Fees*

Summer2019			
Team	Four Monthly Payments		Season Payment
Gold & Silver	\$65.00		\$260.00
Bronze	\$53.75		\$215.00
Fishie	\$41.25		\$165.00
High School Swimmer**	\$40.00		\$160.00

*Northern Wasco Parks & Rec Pool Pass Required (Summer 2019 pass is approximately \$100/Individual or \$175/Family)

*USA Swimming Fees and Meet Fees Additional

**Only 2019/2020 Incoming Sophomores – Seniors are eligible for a reduced schedule of four practices a week.

Swimmer Fee Options

Option 1 – Pay in full at the time of registration with an online form of payment.

Option 2 – Set up recurring automatic payments at the time of registration. The number of recurring payments offered by TDST may vary depending on the length of the swim team season, but the recurring payment will be for the total swimmer fee divided equally by the number of monthly payments. For the summer team season 2019, there will be four recurring payments. These payments will be automatically charged to the credit/debit card you use during payment set-up. Your card will be billed on the first of each month following for the remainder payments (Summer 2019: June, July and August). You can expect an email with an invoice detailing the charges for that month. These charges will include any monthly registration payments as well as meet fees, etc.

Be aware if your automatic payment fails, you will receive an email stating so and will be prompted to log into your account to complete the payment. Please keep your email contact and payment information updated to ensure your swimmer won't miss practice time. All swimmers must have a debit/credit card on file for registration and meet fees.

Swimmer Fees do not include USA Swimming Registration, Swim Meet Fees, etc.

Unfortunately, as a non-profit organization we cannot allow family swim accounts to go unpaid. If at anytime an account becomes more than 30 days past due, all swimmers connected to the family account will be unable to signup for swim meets or continue to practice until the account is settled. The TDST Board understands situations occur unexpectedly and will do everything in its power to work with families who are met with financial challenges.

Multi-Swimmer Fee Discount

Those families with more than one swimmer are eligible for a sibling discount of \$15.00 off from the season payment, for each additional swimmer after the first paid swimmer. To obtain the multi-swimmer discount, at least two swimmers in the same family must be on Fishie through Gold Teams. This discount is not available for High School Summer Team swimmers. Please refer to the TDST Swimmer Fees Table above. Each swimmer must still pay the full USA Swimming registration fee, and any meet entry fees.

Optional Incoming High School Sophomore – Senior Swim Team Summer Pass

This option is meant for our incoming High School Sophomore through Senior Gold/Silver swimmers during summer season. It allows for the swimmer to attend four swim team practices a week, any combination of morning or afternoon, for a one-time fee of \$160 for the summer season.

Requested Withdrawal

In the unforeseen event a swimmer must withdraw from the season prior to the completion, parents should make a written request to the board. The board will assess each event on an individual basis, and make every effort to work with the family on any potential reimbursement of swimmer fees. USA Swimming Registration and meet fees will not be refunded.

Summer Pool Pass Requirement

As part of our partnership with the Northern Wasco Parks & Recreation Department (“NWPRD”) for use of their pool, all summer swim team members must purchase a Youth Season Swim Pass, or a Family Season Swim Pass, each year before entering the pool. The youth pass runs approximately \$100 and are available at the NWPRD District Office.

Winter Pool Pass Requirement

New for this 2018/2019 Winter Season, as part of our partnership with the Gorge Athletic Club - TD (“GAC”) for the use of their indoor pool, all winter swim team members, who are not current dues paying members of GAC, must complete a Non-Member Swim Team Application and purchase a Non-Member Swim Team Pass, each year before entering the pool. The pass is \$100 for the first child, \$75 for the second child of the same immediate family, \$50 for the third child of the same immediate family, and all other children from the same immediate family are free. This form can be found on our website or the front desk of GAC. The completed form and payment will need to be delivered to the front desk at GAC prior to the start of practice.

Family Time and Fundraising Commitment

TDST is a non-profit team operated entirely by the efforts of parents. Family participation and income from fundraising are necessary for the team to continue providing the best experience and training for our swimmers. While the swimmer fees cover our coaches pay and other expenses such as winter pool time; training equipment and meet supplies require additional financial support.

Operating the team and running swim meets would be impossible without the involvement of the TDST parents. Therefore, all families are expected to assist with team duties and with fundraising activities as explained below.

Fundraising Commitment

TDST has had great success with our two annual fundraisers, the Dolphin Dive and the Ducky Race. Because of these great successes, we ask that each family participate in both great fundraisers.

The Dolphin Dive is a fun family-friendly summer evening, where our TDST swimmers swim the width of the pool for one to two hours depending on their team level. Meanwhile, a friend or family member tracks each of the swimmers individual laps swam. They ask for pledges prior to the Dolphin Dive for either a flat amount, or by the number of laps. Prizes are awarded for the most laps swam by team level.

The Ducky Race is held Sunday during our annual home Ted Walker Invitational swim meet. TDST swimmers sell ducks with individual numbers on the bottom prior to the race. At a break during the meet, all the numbered

ducks are dropped into the pool and assigned guest swimmers swim two lengths of the pool grabbing a duck along the way. The first ducks to arrive back to head of the pool, via the winning guest swimmers, win a prize for the purchaser of the duck.

Family Time Commitment

All summer families must assist the team by contributing time to the annual Ted Walker Invitational home meet. Other volunteer opportunities are necessary, and will become available as well. The minimum number of hours required of families is based on the team on which the swimmer(s) participates as shown below. The commitment for families with more than one TDST swimmer will be based on the highest-level swimmer only. These hours can be earned by helping the team in a variety of ways. Here are just a few approved opportunities:

- Gold & Silver & Bronze Teams - Ten hours are required at the annual Ted Walker Invitational home meet (to include either set-up on Friday, or tear-down on Sunday afternoon)
- Fishie Teams – Eight hours are required at the Annual Ted Walker Invitational home meet
- Gold through Fishie Teams – Each family is expected to sign up to donate and deliver timely, two items for the Hospitality Tent at the annual Ted Walker Invitational home meet
- Gold through Fishie Teams – Four additional hours throughout the summer season, and winter season meets as applicable.

Additional Opportunities to Include:

- Splash n Dash Committee Member
- Dolphin Dive Committee Member
- Team Breakfast Committee Member
- Inter-Squad Meet Timer
- Up to two hours timing at away meets
- Other TDST Board approved volunteer opportunities (share your skills with us)

Volunteers must ensure the time they work is recorded in Team Unify under Job Manager. Please contact a board member if you have questions or need

assistance. At the end of the summer season any volunteer hours not contributed by a swimmer's family will be assessed at a rate of \$15 per hour.

TDST realizes that occasionally unforeseen circumstances arise and families may have difficulty fulfilling time commitments. If this occurs, families are encouraged to make a written request to the TDST Board to see what other arrangements can be made early in the season.

Conclusion

By completing the swimmer registration form, swimmers and parents are agreeing to the above TDST Handbook and the following Terms and Conditions and Swimmer Codes of Conduct of TDST in exchange for the privilege of participating in the activities and swimming program of The Dalles Swim Team.

Terms and Conditions for Participation

TDST – A non-profit organization

1. The yearly USA Swimming registration fee is not refundable and must be paid prior to the swimmer entering the water.
2. When a swimmer is moved from one team to another, he/she must pay the swimmer fees for the highest group in which they participate for the remainder of the season.
3. Swimmer fees are paid as explained in the handbook.
4. Meet entry fees are paid in addition to the monthly swimmer fees.
5. Should a swimmer decide to discontinue participation in the program with TDST mid-season, the swimmer family is responsible for the proportionate swimmer fees incurred season to date.
6. TDST runs entirely through the efforts of parents. All families are expected to contribute their time and fundraising effort to the team as described in the handbook.
7. Parent and swimmer have agreed to abide by the rules and regulations stated in the Swimmer Codes of Conduct.
8. TDST members may be photographed at team functions for public publications. If you do not want your swimmer's photo published in the newspaper, online, or for other TDST board approved uses, please let the TDST Board know in writing.
9. Each parent and swimmer is responsible for reading and understanding the contents of the "The Dalles Swim Team Handbook".

Swimmer Codes of Conduct

As a swimmer for The Dalles Swim Team (TDST), I will abide by the following code of conduct:

- I will be respectful of my teammates, coaches, all lifeguards, pool staff members, parents, spectators, my opponents, the pool facility and TDST equipment.
- I will leave all electronic devices (i.e. cellular phones, tablets, cameras, etc.) in my bag while in the locker room and during practice times. Additionally, I will take no photos or videos without a coach's express approval.
- I will be on time for practice, training sessions, and meets.
- I will leave the area I am in neat & clean at the conclusion of each practice or meet. I understand this applies to the pool, locker room, restrooms, bleacher areas, pool decks, etc.
- I will practice good sportsmanship.
- I will promote positive team spirit and morale.
- I will offer congratulations and encouragement to my opponents.
- I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of TDST spirit.
- I will follow verbal directions of the coaching staff. At no time, will disrespectful attitudes by any swimmer be tolerated.
- I will respect the rights and space requirements of other groups using the swimming facility.
- I will follow the Code of Conduct at home, at away events and at any event where TDST is represented.

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

- Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
- Inappropriate or unruly behavior, including fighting or striking another athlete.
- Inappropriate language (swearing or derogatory comments) name-calling or lying.
- Stealing, destruction of property and vandalism.
- Bullying or disrupting swimmers during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code applies to all TDST swimmers during practice, swim meets, and at events sponsored by, or in which, TDST is represented. Disciplinary actions will be taken by coaching staff as needed, with full support of the Board. All disciplinary actions beyond step 1 below will be documented in writing and shared with the Board immediately. If disciplinary action is necessary, the following disciplinary steps will be initiated:

1. Coach will identify the *behavior and address with swimmer. Emphasis will be placed on educating the individual by informing all persons involved of the rules and behavior expectations related to the situation, as well as expectations for changing the behavior.
2. If the behavior continues, behavioral counseling will occur with verbal agreement regarding expected behavioral changes. Swimmer may be asked to sit out from practice. *Coach will document the encounter.*
3. If behavior continues after the verbal agreement, parents will be contacted to help address the issue. *Coach will document.*
4. If the behavior continues the swimmer will be suspended from participation for the number of days deemed appropriate by the coach. *Coach will document.*
5. If the behavior continues the swimmer and parent will meet with the coach and a member of the board, the swimmer may be terminated from TDST.

*If behavior jeopardizes the safety of swimmers, an immediate, but temporary suspension may occur.

Coaches will make this decision on the spot and THEN follow the disciplinary steps.

Swim Practice Packing List

Swim bag
Practice suit (female one-piece)
Towel
Slides/flip flops
Water (no glass)
Googles
Sunscreen
Swim cap & hair ties (required for hair below chin length)
Kickboard (required for Gold & Silver Team members)
Pull buoy (required for Gold & Silver Team members)
Swim fins (required for Gold & Silver Team members)
Toiletries
Plastic bag for wet suit

Swim Meet Packing List

Swim bag
Suit (Team Suit if applicable)
Goggles (2)
Towel (2-3 per swimmer per day) one usually gets really wet
Slides/flip flops
Water/sports drink (no glass)
Healthy snacks
Inhaler if you are asthmatic
Black sharpie or a few colored ones: to write your event/heat/lane numbers on your hand/arm. This helps younger/newer swimmers because any person on deck can make sure your kid is in the right event/heat and lane. (If you have never done this ASK FOR HELP - older swimmers know how!)
Hi-lighter to mark heat sheet
Miscellaneous: cards, books, travel games. Be smart don't bring anything of great value to a meet like electronics - too much water and too much sun.
Sunscreen and more sunscreen
Pop-up sunshade
Chairs for adults
Blankets for kids
Sweatshirt/sweatpants that can get wet in between races
Cash--heat sheets are usually \$5. We try to support the host team concessions. Usually there are meet t-shirts and swim wear to purchase if you need want.
Camera

Remember you may sit for hours waiting to watch your kid swim for three minutes, but it's worth it!

Parents: wear shorts and sandals so that you can help time on deck. It's a great way to be right in the middle of the action.



Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes. **Collectively “Applicable Adult(s)”**

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS**I. Observable and Interruptible**

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. **Meetings must not be conducted in an Applicable Adult or athlete's hotel room** or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**I. Content**

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), **the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must**



copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended]

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the **minor athlete's legal guardian** must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an **individual's** hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated **minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals** to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, **to check on the minor athlete's whereabouts.**

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.



MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition: In this section, the term "**Massage**" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be **done in the course of care according to the physician's treatment plan**