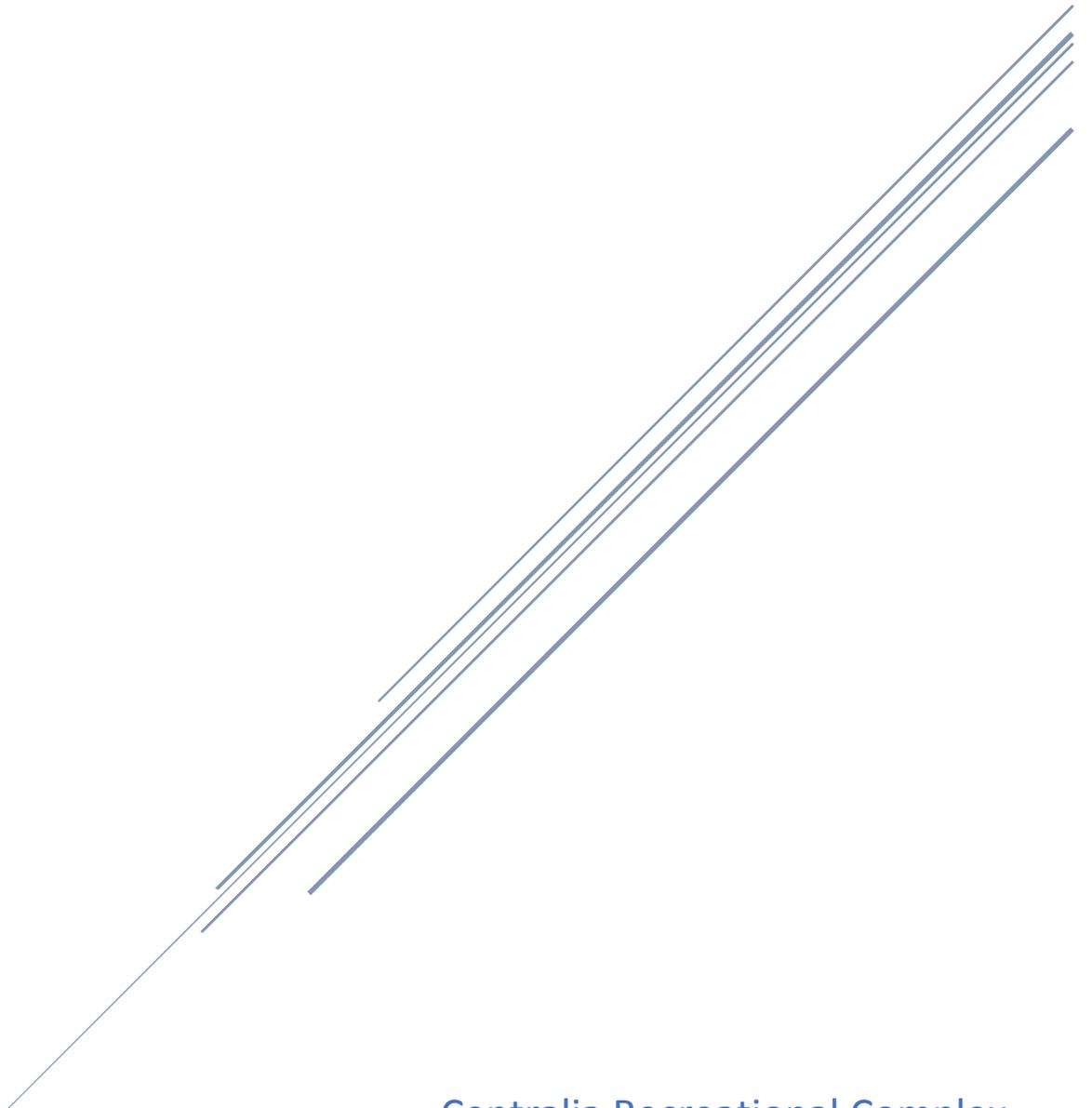


CRCY BARRACUDAS HANDBOOK

2020 - 2021



Centralia Recreational Complex

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Dear CRCY Members and Prospective Members:

Welcome to the 2020-2021 CRCY Barracudas Swim Team. Included in this packet you will find the documents regarding practice groups, fees, volunteer structure, etc., and the forms that must be completed for registration.

Practice times are provided for the 2020-2021 swim season. The 2020-2021 meet schedule will be posted on the website when it has been determined. As in the past, CRCY will host the Christmas Classic in December and the Heart Breaker Invitational in February, as well as Regionals Meets on occasion. These meets will require a volunteer commitment from **ALL** families. Any changes to the practice times and swim meets will be posted on the webpage, sent via email and text.

It is very important for accurate registration to **complete and submit the forms properly.**

1. **IF RETURNING/NEW TO CRCY:** If you are returning/new to CRCY you must complete all registration forms and return to the CRC Front Desk with payment **PRIOR** to your swimmer's first day of practice either paid in full or EFT payments set-up.
2. **YMCA REGISTRATION:** \$60.00/Individual or \$150.00/Family. Make checks payable to **Fayette County Family YMCA.**
3. **USA SWIMMING REGISTRATION:** \$70.00/Individual (included in program cost). ALL swimmers are to be registered with USA Swimming.
4. **IMPORTANT WEBSITE INFORMATION:** We **MUST** have email addresses from every family, this is how we communicate, and this is how you sign-up for events. In addition, once you have logged onto the website, we ask that you **verify a text number.** This helps with last minute practice cancellations, etc.
5. **CODES OF CONDUCT/POLICIES:** All Codes of Conduct and Policies are in the packet and require signatures. Registration is your acceptance of all CRCY Codes of Conduct and Policies.

The 2020-2021 Swim Season will officially begin on Tuesday, September 1, 2020. Pre-Season Conditioning will begin on Monday, August 17th, from 4:00 – 6:00 pm. (ONLY Junior/Senior Group, plus High School girls will practice during Pre-Season.)

Please feel free to contact either coach with any questions you may have regarding the 2020-2021 Swim Season. We look forward to seeing you and your swimmer(s) at the pool.

Registration and Parent Meeting will be on Tuesday, August 18, 2020.

Regards,
David Mollett

CRCY Volunteer Requirements

CRCY is a parent operated club that relies solely on the participation of all its members.

Swim Meet Volunteer

All our swimmers expect and deserve a well-run meet. They rely on parents' efforts to make sure each meet session has enough timers, official, hospitality workers, computer/console workers, runners, awards, etc.

Hosted meets are an important part of the CRCY Swim Team. These provide our swimmers with great "home meet" opportunities and allow swimmers to compete in soundly run meets. They also raise a significant amount of revenue. Without these meets the Program Fees would be significantly increased for each Swimmer.

We understand that at times some families may not be in an optimal position to assist. It is required that **ALL PARENTS** work three (3) sessions at the CRCY Christmas Classic and sometimes throughout the swim season. We are required to provide timers and officials at away meets. With this system we are minimizing the burden on only a few individual families.

At away meets we may be called upon to provide timers. You may be asked to time. There will be a Head Volunteer that will handle assigning said timers. Any changes to the timing assignments must be made through this Head Volunteer.

Fundraising

Fundraising is an essential necessity for the operation of the CRCY Barracudas Swim Team. The funds help us purchase new training equipment and help defray costs of National meet attendance. Each family will have a fundraising amount that must be met. The team general has only one fundraiser each year. This year's fundraiser will be announced soon.

Meet Fees

Meet fees are to be paid immediately following signup online by EFT (Electronic Funds Transfer). Paperwork must be filled out for CRC to withdraw the meet fee due from your checking account. Any fee that is rejected by your bank for insufficient funds, etc. will result in an additional \$30.00 fee. All balances due must be paid in full in order to be allowed to sign up for any further meets.

CRCY CODES & POLICIES

As a member of the Centralia Recreation Complex YMCA swim team, you and your family agree to be bound by all the codes and policies enacted by the team.

CRCY Parent/Guardian Code of Conduct Policy

Note: **ALL** parents/guardians are bound by this Code of Conduct once your swimmer is registered with the team.

1. As a parent/guardian, I have read and will support the CRCY Mission Statement and will support the positive development of my child's swimming career by:
 - a. Reading and supporting my child's practice group requirements and goals.
 - b. Encouraging my child to attend the recommended number of practices.
 - c. Encouraging my child to attend the recommended competitions.
 - d. Communicating with my child's coaches first if any problems arise.
2. As a parent/guardian, I will not coach my child or any other CRCY swimmer, unless assigned such responsibilities by a CRCY coach or interfere with coaches on deck during practice or competitions.
3. As a parent/guardian, I understand good sportsmanship by conducting myself in a way that earns the respect of my child and other swimmers, parents, coaches and officials both at practice and at meets.
4. As a parent/guardian, I understand that criticizing, name-calling, use of abusive or threatening language, gestures or actions directed toward the coaches, officials and/or any participating swimmer (including my own), will not be tolerated. This includes outburst from the stands at practice or a meet, confrontations on the pool deck or elsewhere, online postings, distribution of letter or emails within or outside of CRCY Membership, and the like.
5. No alcohol or consumption of alcohol will be permitted in the facility or on the facility grounds. Anyone in violation will be banned permanently from the facility and its grounds
6. Anyone suspected to be under the influence of drugs or alcohol will be asked to leave the facility. Anyone in violation will be banned from the facility and the facility grounds.

CRCY Barracuda Swim Team Code of Conduct

Note: **ALL** swimmers are bound by this Code of Conduct at the time they are registered. Coaches will make sure all swimmers understand the Swimmer Code of Conduct and what is expected of them.

As a representative of CRCY Barracudas Swim Team, I will comply with the following guidelines:

1. I must always be respectful to all coaches and fellow swimmers. This includes both my language and my actions.
2. I must refrain from discussing, writing, emailing, posting (i.e.: Twitter, Facebook, Snapchat, Instagram) and the like, any negative information about CRCY, including coaches and fellow swimmers, swimmers from other teams, or parents. I realize that these actions can be potentially detrimental to my swim team, my fellow swimmers, my coaches, and may also reflect negatively on myself (i.e.: many colleges now access public postings such as Facebook, Twitter, etc.)
3. I should/must discuss any significant team related problems only with my coach (es) or parents and always follow this policy (either by myself or with my parent(s) of initial discussions of any issues/problems/questions with my coach.
4. I know I am always encouraged to discuss my training, goals, performances and the like with my coach(es).

5. I know that the possession or use of alcohol, tobacco products or controlled substance is not allowed.
6. I know that curfews established by coaches must be adhered to each day while out of town participating in a CRCY activity.
7. I will attend all team functions including meetings, warm-ups, practices (I should see my swim group requirements or talk to my coach to determine how many practices I should attend per week), competitions, meals, etc. unless otherwise excused or instructed by the coach.
8. I must follow CRCY's Anti-Bullying Policy which said policy is posted on CRCY's website and in your packet.
9. I understand the expected level of training and meet participation for my group.
10. I will refrain from any illegal or inappropriate behavior that would detract from a positive image of my fellow swimmers, CRCY Swim Team, coaches or be detrimental to its performance objectives.
11. I know that additional guidelines for the team may be established from time to time as necessary by the coaches. It is my responsibility to know these and abide by the.

My failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but not be limited to:

1. Removal from practice.
2. Removal from swim meets.
3. Meeting with swimmer and parents.
4. Others as deemed necessary.

Team Travel Policy for CRCY Swim Team

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 – USA Swimming Required Policies

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

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

- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete. (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.C)

Section 2 – Additional Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian.).
- d. When only one athlete and one coach travel to a competition, at the competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the completion and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are always expected to remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

CRCY Swim Team Bullying Action Plan/Policy

Purpose

Bullying of any kind is unacceptable and will not be tolerated by the CRCY Swim Team. Bullying is counterproductive to team spirit and can be devastating to a victim. The CRCY swim team is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, all athletes and parents should know incidents of bullying will be dealt with promptly and effectively. Anyone who knows bullying is happening is expected to tell the coach, board member or athlete/mentor.

What is bullying?

Generally, is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. USA Swimming Code of Conduct prohibits bullying.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. Cause physical or emotional harm to the other member or damage to the other members property;
2. Placing the other member in a reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creating a hostile environment for the other member at any USA swimming activity;
4. Infringing on the rights of the other member at any USA swimming activity; or
5. Materially and substantially disrupting the training process or the orderly operation of any USA swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

Reporting Procedure

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

1. Talk to your parents;
2. Talk to a coach, board member or other parent he or she feels comfortable with;
3. Write a letter or email to the coach, board member or other parent he or she feels comfortable with;
4. Make a report to the USA swimming Safe Sport staff.

How We Handle Bullying

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

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the children involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health rate.
5. Stay calm. Reassure the children involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - A. Keep all the involved children separate.
 - B. Get the story from several sources, both adults and children.
 - C. Listen without blaming.
 - D. Don't call the act "bullying" while you are trying to understand what happened.
 - E. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all information available.
2. Then, we determine if it's bullying. - There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - A. Review the USA Swimming definition of bullying.
 - B. To determine if the behavior is bullying or something else, consider the following questions:
 1. What is the history between the children involved?
 2. Have there been past conflicts?
 3. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 4. Has this happened before? Is the child worried it will happen again?
 - C. Remember that it may not matter "who started it." Some children who are bullied may be annoying or provoking, but this does not excuse the bullying behavior.
 - D. Once you have determined if the situation is bullying, support all the children involved.
3. Support the children who are being bullied
 - A. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - B. Work together to resolve the situation and protect the bullied child. The child, parents, fellow team members, and coaches may all have valuable input. It may help to:
 1. Ask the child being bullied what can be done to make him or her to feel safe. Remember that changes to routine should be minimalized. He or she

is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

2. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - C. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
- A. Make sure that child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - B. Show children that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - C. Work with the child to understand some of the reasons he or she bullied. For example:
 1. Sometimes children bully to fit in or just to make fun of someone who is a little different than them. In other words, there may be some insecurity involved.
 2. Other times children act out because of something else – issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These children may need additional support.
 - D. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 1. Write a letter apologizing to the athlete who was bullied.
 2. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 3. Clean up, repair, or pay for any property they damaged.
 - E. Avoid strategies that don't work or have negative consequences.
 1. Zero tolerance or "three strikes" you're out strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 2. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset children who have been bullied.
 - F. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. Support bystanders who witness bullying.
- A. Every day, children witness bullying. They want to help, but don't know how. Fortunately, there are a few simple and safe ways that athletes can help stop bullying when they see it happening.
 1. Be a friend to the person being bullied.
 2. Tell a trusted adult—your parent, coach, or club board member.

3. Help the children being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
4. Set a good example by not bullying others.
5. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Training Groups

New or Returning to CRCY?

Please read below about the CRCY training programs. New swimmers are asked to participate in a New Swimmer Evaluation/Orientation practice or, for more experienced swimmers, to talk to a coach about their program placement. Our goal is to make sure that all our swimmers, both returning and new, are in a great practice group where swimmers can meet their goals.

Bronze

The Bronze group is designed for swimmers ages 5-10 years old, who can complete one length of the pool of freestyle and backstroke. Practice is offered four (4) times per week and the swimmer is encouraged to attend at least two (2) of these practices. This stroke development group will begin with complete knowledge of freestyle and backstroke as well as the introductory techniques of breaststroke and butterfly. Complete breaststroke and butterfly will be taught along with stroke drills for all competitive strokes. Correct breathing patterns, learning finishes, starts and turns are taught and reinforced. Competition in at least three of the four strokes is encouraged for swimmers to display their proficiency and to move forward in the program.

Attendance requirement: 2 practices/per week

Practice schedule: Monday-Thursday 5:45-6:30PM

Silver

Swimmers who move into the Silver group should exhibit legal strokes in all four competitive strokes and perform legal turns in all strokes as well. Minimum age for swimmers in this group is 8 years old. Advanced drills are introduced, and basic stroke drills are reinforced. Stroke correction methods are taught, in addition, stroke lengthening and the importance of stroke techniques are taught. Building and refining the swimmers' strokes and the start of developing an aerobic base and increasing swimming power are objectives for swimmers in the group. Interval training using the pace clock is introduced and utilized. Use of certain equipment is introduced in the group. Practice is offered four (4) times per week and swimmers are encouraged to attend at least two (2) of these practices.

Attendance requirement: 2 practices/per week

Practice schedule: Monday-Thursday 5:15-6:30PM

Gold

Swimmers who move into the Gold group should exhibit legal strokes in all four competitive strokes and perform legal turns in all strokes as well. The minimum age to enter this group is 9 years old. Advanced drills are introduced, and basic stroke drills are reinforced. Stroke correction methods are taught; in addition, stroke lengthening and the importance of stroke technique are taught. Building and refining the swimmers' strokes and the start of developing an aerobic base and increasing swimming power are objectives for swimmers in this group. Interval training using the pace clock is introduced and utilized. The ability to modify strokes and utilize advanced starting, turning and tempo techniques is expected. Cognitive learning of advanced swimming techniques, goal setting and team dynamics are goals for this group's swimmers. Use of certain equipment is introduced in this group. Practice is offered five (5) times per week and swimmers are encouraged to attend at least three (3) of these practices.

Attendance requirements: 3 practices/per week

Practice schedule: Monday-Thursday 6:30-8:15PM

Monday, Tuesday, & Thursday: Optional Dryland 6:00-6:30PM

Junior

Swimmers in the Junior Group have moved into longer training sessions and exhibit a maturity level to handle increased length of practices. The minimum age for swimmers to enter this group is 11. Practice is offered five (5) times per week (with occasional Saturday mornings), and Junior group swimmers are encouraged to attend at least four (4) of these practices. A 45 minute dryland will be an integral part of the training. Junior swimmers should be making more of a commitment to swimming or accept that their improvements could be compromised. Swimmers begin to understand the cycling of training methods. Race strategy and stroke technique are continually refined and improved. A commitment to attend the required practices must be shown before moving to the Senior group.

Attendance requirements: 4 practices/per week

Practice schedule: Monday-Thursday 6:30-8:15PM & Friday 5:15-7:00PM

Monday, Tuesday, Thursday: Dryland 6:00-6:30

Senior

Swimmers must be at least 12 years of age and show the commitment and responsibility to their individual and team performances before moving into the Senior Group. Intrinsic motivation and personal responsibility are two main emphases for swimmers in the group. Following coach's recommendations for dry-land, weights and practice attendance are necessary for benefits from the program. Practices in the water are 2 hours, five times per week. Elite group swimmers are highly encouraged to attend a minimum of 80% of practices to achieve the maximum benefits of this group. Maturity, goal setting and leadership qualities are emphasized for swimmers in this group. Swimmers are expected to attend all team meets and championship meets having met the qualify time. Knowledge of training paces and race times are necessary. Psychological maturity and physical conditioning are vital.

Attendance requirements: 4-5 practices/week

Practice Schedule: Monday – Thursday 6:30 – 8:15 pm & Friday 5:15 – 7:00 pm

Monday, Tuesday & Thursday: 6:00-6:30 pm, Dryland

****All swimmers registered for the 2020-2021 CRCY Swim Team are required to swim in at least three (3) YMCA sanctioned meets during the winter swim season****

Practice Schedule

Level / Day	Monday	Tuesday	Wednesday	Thursday	Friday
Bronze	5:45 – 6:30 pm	5:45 – 6:30 pm	5:45 – 6:30 pm	5:45 – 6:30 pm	No Practice
Silver	5:15 – 6:30 pm	5:15 – 6:30 pm	5:15 – 6:30 pm	5:15 – 6:30 pm	No Practice
Gold	6:00 – 6:30 pm Optional Dryland	6:00 – 6:30 pm Optional Dryland	6:30 – 8:15 pm Pool	6:00 – 6:30 pm Optional Dryland	5:15 – 7:00 pm Pool
	6:30 – 8:15 pm Pool	6:30 – 8:15 pm Pool		6:30 – 8:15 pm Pool	
Junior / Senior	6:00 – 6:30 pm Optional Dryland	6:00 – 6:30 pm Optional Dryland	6:30 – 8:15 pm Pool	6:00 – 6:30 pm Optional Dryland	5:15 – 7:00 pm Pool
	6:30 – 8:15 pm Pool	6:30 – 8:15 pm Pool		6:30 – 8:15 pm Pool	

Practice Requirements

Bronze: 2 practices/week – NO DRYLAND
Silver: 2 practices/week – NO DRYLAND
Gold: 3 practices/week – DRYLAND OPTIONAL
Junior/Senior: 4 practices/week & DRYLAND

CRCY Guidelines for Practice

1. **Check your folder and email daily.** With our many swimmers, email, Facebook and the CRCY website are our primary means of communication. Each family has a folder at the pool. Coaches are always available **AFTER** practice for questions. The link to the CRCY website is <https://www.teamunify.com/Home.jsp?team=oscrc>
2. Demonstrate respect for all coaches and swimmers on deck and in the water and for other parents who choose to stay during practice.
3. Never interrupt coaches while they are actively working during scheduled practice.
4. **EVERYONE** must swipe their CRC pass daily at the front desk.

5. **Parents are to remain off the pool deck during practice. This means parents will stay on the raised portion of the deck. DO NOT coach your child – IF THIS BECOMES AN ISSUE, THE PARENT CAUSING THE ISSUE WILL BE BANNED FROM THE POOL DECK AND MAY ONLY WATCH FROM THE BALCONY.**

Photo/Video Release and Information Use Policy

I hereby give my/our permission for images of my/our child(ren), captured during any practice and/or swim meet during the registered season through video, photo and digital cameras, Centralia Recreation Complex/CRCY Barracudas Swim Team promotional material and publications, and waive any rights of compensation or ownership thereto. Also, Centralia Recreation Complex/CRCY Barracudas Swim Team has my/our permission to use my/our child(ren)'s name/photograph in press releases about Centralia Recreation Complex/CRCY Barracudas Swim Team to be sent to news organizations. All filming and photographs will not be used in any way except for Centralia Recreation Complex/CRCY Barracudas Swim Team official purposes. All film and photographs will be maintained only by coaches and/or Centralia Recreation Complex/CRCY Barracudas Swim Team. Failure to sign will not affect in any way my/our player's participation with Centralia Recreation Complex/CRCY Barracudas Swim Team.

Electronic Communication Policy

PURPOSE

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

GENERAL CONSENT

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

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

1. Drugs or alcohol use
2. Sexually oriented conversation; sexually explicit language; sexual activity
3. The adult's personal life, social activities, relationship or family issues or personal problems; and
4. Inappropriate or sexually explicit pictures

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

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes:”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part the CRCY swim team records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the CRCY swim team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, BLOGS AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but it is recommended that they not have any athlete member of the Club join their personal page as a “friend”. A Coach must adhere to the above guidelines when following an athlete on these sites. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

TWITTER

Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Coaches prefer parents/guardians to text coaches for any question and/or information.

EMAIL

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

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

SAFE SPORT

USA Swimming “SAFE SPORT” information can be found on the CRCY Website under the registration tab. All parents are responsible for reading the USA Swimming “SAFE SPORT” policy.