

The logo for QuickSilver Swimming is displayed in a stylized, light blue font with a darker blue outline. The text is set against a solid black rectangular background.

# Parent Handbook

## 2020 - 2021

### Mission Statement

QuickSilver Swimming strives to have a nationally recognized competitive aquatics program that teaches and trains all levels of swimmers, emphasizing athlete protection and Safe Sport training, individual progress, team unity, family participation, and competition at the highest level.

### Vision Statement

QuickSilver focuses on the present, *but* with the future in mind. QSS offers a planned progression built on the most important parts of swimming: (1) correct stroke technique to eliminate drag and potential injuries; (2) correct stroke technique at goal pace.

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## 1A. QSS Program Key Points

- **Coaching Matters:** QSS is known for having high quality, experienced professional coaches. We aim to keep the best swimmer-to-coach ratio our finances allow. Our coaches study and stay current in the latest improvements in the sport by regularly attending clinics and educational classes. QSS coaches bring that knowledge and experience to the pool deck every day.
- **Long Term Development:** Swimmers need a planned progression based on individual goals and commitment level to succeed in the sport of swimming. QSS' program is built on the most important parts of swimming: (1) correct stroke technique to eliminate drag and potential injuries; (2) swim correct stroke technique at goal pace. Swimming is a progression, which requires mastering each step before moving on to the next phase.
- **Responsibility:** Swimming teaches responsibility and ownership of swimmer's actions. In the water, swimmers achieve what they train to achieve. There are peaks and valleys as they grow, but in the end, swimmers get earned results. QSS helps each swimmer gradually progress from group-to-group, learning leadership skills at the top of a group and challenging them to be determined to rise when at the bottom of their group; both leadership and determination are life-skills that teach swimmers responsibility.
- **Good Habits In & Out of the Pool:** QSS creates well-rounded student-athletes. Swimmers are some of the best students in the nation from the elementary to collegiate level. Swimmers learn time management skills by attending practice while maintaining their grades. Swimmers who learn to balance academics and swimming will have effective time management skills for life.
- **Consistent & Focused Meet Attendance:** QSS swimmers typically attend one meet per month as identified by the coaches. Because swimmers work hard throughout a season to peak at a championship meet, it is critical swimmers attend *their* championship to reap the benefits of their hard work. Missing a championship meet equals missing your best potential times. The best time to take family vacations is immediately *after* your swimmer's big meet rather than before or during the meet. Championship meets will vary based on swim level.
- **QuickSilver Team Culture:** Swimming is a family commitment that requires both swimmers and parents to become valued team members. Swimmers are encouraged to cheer for their teammates at meets, support their group members at practice, and hold teammates accountable for making QSS the best. Parents are encouraged to support our team by becoming officials, volunteering to help enhance team functions, and helping provide meets for our swimmers. QSS coaches are also working to create more team building activities and generating a positive atmosphere to help each swimmer prosper.
- **Peak Meet:** Competitive swimming is cyclical. Swimmers should swim their fastest at the

end of the season meet, which means that other meets in the season cycle (from the start of the season until their peak meet) are like practice meets to get to top performance. It is vitally important for swimmers to attend their peak meet (December, March/April/May, and July/August) to achieve their highest potential. Please schedule family vacations and other extracurricular activities in a manner that allows swimmers to reap the benefits of their hard work by allowing them to attend their peak swim meet.

## 1B. Goals for 2020 – 2021 Swim Year

The team goals are different for this year due to Covid-19, but QuickSilver still has plans for the future and will continue to progress forward!

1. Fitness - Provide a safe environment to swim and keep kids in water
2. Mental Health - Provide opportunities for competition
3. Social - Provide social and fun activities
4. Club Excellence Repeat - Achieve Silver status again
5. Opportunity Building - Ensure older athletes are getting swims to qualify for recruitment and achieve goals
6. Strive High - Qualify swimmers for Olympic Trials
7. Plan - Think (and plan) forward. Don't look back.
8. Stay Ahead – Expand strategically
9. Balance Budget – Apply for grants, fundraise and sublet to fill gaps
10. Fulfill Mission – Build team culture through continued parent involvement, coach continued education, and athlete culture and team building.

## 2. Registration Information

### 2A. 2020-2021 Dues Structure

By registering for QuickSilver Swimming, you agree to the club monthly dues associated with being a member of the swim club. Monthly dues and fees are subject to change.

Practice Group	Monthly Dues Billed 1 <sup>st</sup> of each month
Age Group 1, 2 & 3	\$159
Age Group 4	\$165
Age Group 5	\$175
Bronze 1 & 2	\$175
Bronze 4 & 5	\$185
Silver 1, 2, 3	\$175
Silver 4 & 5	\$195
Gold 1 & 2	\$175
Gold 3	\$195
Gold 4 % 5	\$245
College (Sept 1- includes USA-S Reg)	\$250

## 2B. Annual Team Fees

1. **Annual Family Fee: \$300 per family.** *Payable upon registration. Non refundable.*
2. **Annual USA & Pacific Swimming Registration: \$73 per swimmer.** *Required of all swimmers at any USA Swimming team; renewed annually in fall for the 2020 – 2021 swim year. The Pacific Swimming Registration fee is collected at registration.*
3. **Additional Annual Fee Requirement: \$100 per family.** *Due by February 1st. Families may opt to buyout the \$100 instead of participating in the program. Details about this year's program will be available later in the season.*

## 2C. Important Notes about Billing

- **Accepted Payment Forms:** QSS accepts payment in auto-draft or credit card. Checks and cash are not accepted. There is a \$5 convenience fee on credit card processing.
- **Annual Payment Schedule:** QSS families may pay annually and receive a 20% discount (if by check) and 17% discount (if CC). Annual payments are for 12-months, August 2020 through July 2021. Annual pay is accepted through September, though no prorating and is non-refundable. Annual pay is for 12-months. Email swimqss@gmail.com to pay annually.
- **Monthly Payment Schedule:** Group dues are due on the 1st of every month. A late charge (\$20) invoice is automatically applied to the account on the 10<sup>th</sup> of the month. Updates to a valid method of payment is needs to be communicated and processed prior to the 10<sup>th</sup>.
- **Dropping, but Paid Annually:** Due to the deep discount offered for Annual Pay members for the season 2020-21, No refunds are available for an early drop in the Annual Pay program during the season.
- **Reactivation:** If you close your account and return to the team within the same swim year, then there is a \$50 service fee to reinstate your account.
- **Sibling Discount:** Families will receive a 50% discount on posted dues for the 3rd swimmer.
- **Group Moves:** A change in rate will be reflected for group moves on the 1st of the following month. Swimmers who paid for the year in advance will have a change in rate only at the beginning of the following swim year.
- **Outstanding Payments:** Any amount owed (outstanding payment) to QSS for the prior year is due at registration.

## D. Parent Service Hours

Each QSS family is required to work at various events throughout the season. Most of these events are swim meets and team events. We also offer opportunities to earn service hours by participating in one of our committees, board, and lead meet positions. Information on parent roles will be available at the General Meeting. Your annual family (not per swimmer) service hour requirement is based on your highest level swimmer.

### Timing Policy:

- **TIMING AT MEETS:** In addition to job sign ups, parents will be expected to help time for meets in which their swimmer is competing. Each family is responsible for covering one 1-hour shift per session their swimmer is competing. If you do not sign up for a timing shift you will be assigned an open shift. If you cannot or do not fulfill the assigned shift you will need to make up that hour at a later time. That unworked assigned shift will be added to your account and your service hour obligation will increase by 1 hour.
- Additional hours worked timing at the meet in excess of the meet requirement will be also logged to your account. This will be noted by the job check in coordinator.

### Service Hour Requirement

Groups	Service Hours
Pre-Bronze, Bronze	0 Hours
Silver, Gold, GE, Turquoise, Grey, PS, SD, Senior, PN, JN, National	8 Hours

### Important Notes about Service Hours:

- **Hour Prorating & Accrual:** Service hours are accrued and prorated at .75hrs per month. It is a 10-month accrual (Sept-June).
- **Unfulfilled Hours:** Hours due, but not completed, will be billed to the family account at the rate of \$30 per unfulfilled hour. Families joining or leaving the team during the season will have their volunteer hours prorated for each month on the team.
- **Dropping:** Families dropping will be required to make their account current, work or pay any outstanding hours, before it is closed. Families will have the time from notice of drop until the drop date to make their account current. To drop a swimmer from QSS you must email QSS Team Manager at [swimqss@gmail.com](mailto:swimqss@gmail.com). Please include swimmers name, group, duration (if temporary) and reason for leaving. Drops must be communicated via email by the 15<sup>th</sup> of the month prior to the month dropping. If drop notice is not received by the 15<sup>th</sup>, you will be charged for the following month. Drops may not be given verbally.
- **Online Sign-ups:** Most volunteer opportunities are announced in advance and are open for online sign-ups. If you sign-up for a volunteer shift, please report to your station 5 minutes early and check-in with the volunteer coordinator.
- **Volunteer Form:** If you did not sign-up online for your volunteer work, to have hours recorded to your account and email to [swimqss@gmail.com](mailto:swimqss@gmail.com) is required stating hours and who approved. This email must be received within 30 days of the event to receive

credit.

- **No Show:** If you fail to show up for your shift and/or do not notify the volunteer coordinator, then your family account will be billed \$30/hour on the next billing cycle.
- **High Level Meets:** If your swimmer is competing at Junior Olympics and/or Far Westerns, you may be asked to time, even if your family has completed their hours.
- **Buyout Option:** If you would like to buyout your Service Hours for the year, you must do so at the beginning of the season (by October 15th) or within the first 2 weeks of joining the team. The Buyout cost is \$20/hr x 8 = \$160 or what the prorated accrual x\$20/hr of start date. Please email our team manager at [swimqss@gmail.com](mailto:swimqss@gmail.com) to buy out hours.

## 2E. Drop Policy

To *cancel* your QSS swim team membership, please email [swimqss@gmail.com](mailto:swimqss@gmail.com).

- You must notify QuickSilver Swimming *in writing* by the 15<sup>th</sup> of the month prior to the start of your billing cycle. For example, if you want to stop swimming on the team June 1<sup>st</sup> you must notify QSS *in writing* by May 15<sup>th</sup>, otherwise you will be billed for June.
- Quicksilver is a year around swim club, accounts remain active and will be automatically billed unless a drop notice is received.
- The date of this email transaction will become the date of record of your notice of termination.
- Please make sure to include your QSS account name and swimmers name. We request that you provide the reason for termination (though not required)
- Before we can cancel your account, you will be expected to pay for all outstanding balances, including (non-worked volunteer hours, which will be pro-rated; along with any past dues monthly dues, swim meet fees, event fees, Pacific Swimming fees, and late fees). Any other fees your account may have accrued while you had an active account will also need to be resolved prior to termination.
- If you decide to rejoin the team at a later date within the same season, there will be a \$50 administrative process fee to reinstate your membership.



## 2F. Parent Participation & Financial Commitments

Parental involvement and financial obligations are crucial to every USA Swimming club. At QSS, parents are a vital part of the team. QSS parent service hours are needed to help with swim meets, coordinate social events, organize fundraising, and numerous other tasks. Service hours are a great way to get involved, meet other parents, have fun and teach your child about commitment.

- I have read, understood, and familiarized myself with the team policies and will conform to these policies. I will immediately report any perceived violation of policy to a coach or a Board member.
- In order to ensure compliance with the Guidelines for Athlete Protection, I will pick up my swimmer promptly at the end of practice. I understand that if I am more than 15 minutes late to pick up my child, I will be charged \$1 per minute from the end of practice.
- I understand the financial obligation that comes with being a member of the QSS swim team. I will ensure my family account is kept current.
- I understand that my family is responsible for Service Hours during the 2020-2021 swim year. Hours due, but not completed, will be billed to my account at the rate of \$30 per unfulfilled hour. Families joining or leaving the team during the season will have their volunteer hours prorated per month.
- I understand that if I terminate my QSS swim team membership and decide to come back at a later date during the swim 2020-2021 swim year, then there will be a \$50 service fee to reactivate my account.
- I understand that to drop my swimmer from QSS, I must email [swimqss@gmail.com](mailto:swimqss@gmail.com) by the 15<sup>th</sup> of the month prior.
- I agree to only enter my swimmer(s) in swim meets on the published QSS schedule unless I have received pre-approval from my swimmer's coach.
- I understand that QSS values planned progressions for swimmers and I will respect QSS coaches who help to better develop my swimmer(s).
- I understand that I am to represent QSS in a positive manner through team spirit, good sportsmanship, and politeness. I must respect coaches, parents, officials, and swimmers.

## 2G. Swimmer Code of Conduct

The purpose of our conduct policy is to ensure that every swimmer is provided an environment that allows them the opportunity to reach their individual goals.

- I agree to follow all rules in the [USA Swimming Code of Conduct](#).
- I will listen and not be disruptive to other swimmers or coaches. I will not use inappropriate or abusive language, obscene gestures, or any bullying behavior.
- I will strive for my goals, aid teammates in achieving their goals, and help toward QSS team goals.
- I will represent QSS with pride, team spirit, good sportsmanship, and politeness.
- I will follow directions from coaches and team chaperones.
- I will respect and follow instructions at team events.
- I will respect QSS, swimmers, coaches, parents and competitors in all forms of Social Media communications (Facebook, Twitter, Instagram, etc.).
- I will not use alcohol, tobacco and illegal drugs. I will not use any substances banned by FINA and/or USA Swimming.
- I will respect and care for the property of others. I will not vandalize, cause damage to property, or theft.
- I will notify my coach if I need to leave early from practice or a swim meet.

**By joining QSS, each swimmer agrees to follow all QSS and USA Swimming rules including the Code of Conduct.**

*Being a member of USA Swimming and QuickSilver Swimming is a privilege. Membership may be withdrawn or denied by USA Swimming at any time if the swimmer (or parent's conduct) is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. (USA-S 304.1)*

*Swimmers may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA-S Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. QuickSilver Swimming abides by all USA Swimming rules and regulations. Violation of QSS policies may result in suspension, expulsion, probation, or disciplinary actions from the Board of Directors or Coaches.*

## Practice Information

### 3A. Practice Expectations

QSS is split into two groups, developmental track and national track, to help swimmer's progress. Swimmers are placed in groups based on age, practice habits (attendance and test sets), and race times achieved. Swimmers need to achieve all three requirements in order to move groups.

### 3B. QSS Group Placement Philosophy

Group placement is based on three requirements:

- (1) Swimmer's age
- (2) Practice habits which include training sets
- (3) Times achieved at swim meets (post-Covid)

**A swimmer must have all components to be eligible to move up a group.**

The QSS philosophy drives group placement decisions. The QSS program has a plan for Individual athlete progression. We hope that communicating these ideas will allow for a better understanding of the coaches' decisions in determining group placements.

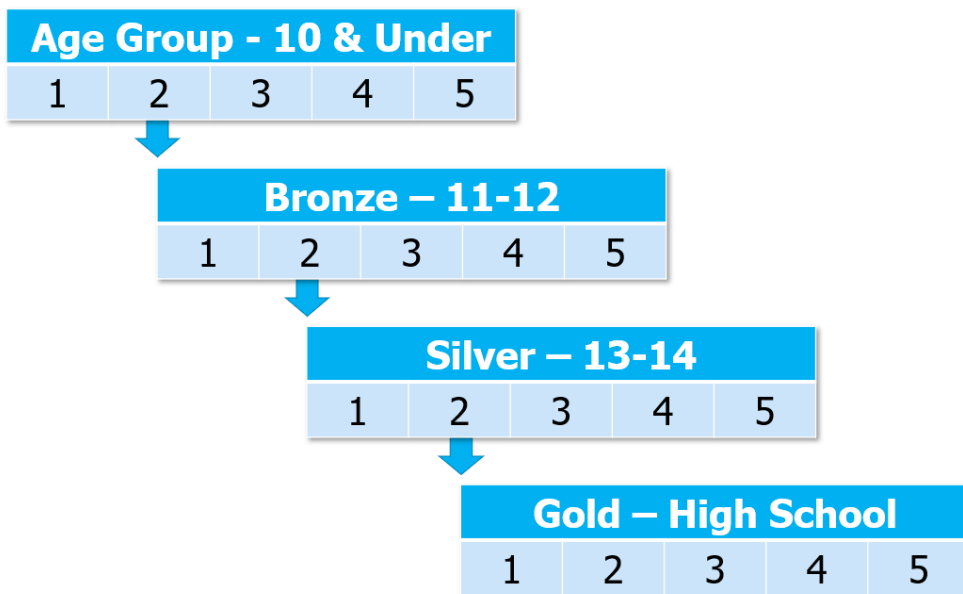
Swimmers should move groups only at the beginning of the season. For most groups, the jump up from one level to the next is substantial. The best time to make this change is at the beginning of a season when the group is going back to basics and starting slow before building up into their main training phase for the season. The gradual build-up in a new group helps swimmers adjust to the new coach, the increase yardage, higher intensity, and longer practice.

Starting a group mid-season is actually the hardest time to join a new group! It may also affect your swimmer's performance at their end of season championship meet. There is a reason that USA swimming teams seem to follow the same pattern of move-up at the start of a new season. Please trust your coaches (and USA Swimming's sports PhDs) that this really is the best thing for your swimmer!

### 3D. Practice Group Chart

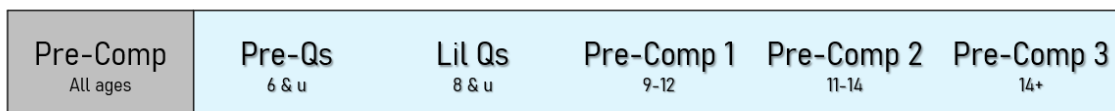
#### Competitive Structure

QuickSilver is shifting the group structure for 2021 to better accommodate team growth in the past 5 years. The competitive structure allows for more comprehensive flow for the swimmers and expands the options for level up opportunities compared to the former system.



#### Pre-Comp Program

In addition, QuickSilver also created a Pre-Comp program to allow a better intro group for new and developmental swimmers. This structure allows for a smaller swimmer-to-coach ratio for these groups as they are at an integral learning phase.



### 3E. Practice Schedule

QuickSilver is currently set-up with 48 cohorts across 7 pool facilities. Due to the pandemic, directives restrict operations for youth activities. All cohorts have a maximum of 14 swimmers. With this, practices are spread across more pools with less flexibility. We appreciate the membership’s support in being flexible and taking the time to get their athlete to practice, even if not convenient, at this stage.

### 3F. Required Practice Equipment

All practice equipment can be purchased from Swim Outlet through our team affiliate store. The link can be found on the team webpage under “Gear”. All items are shipped directly to our home address. **Important Note:** Make sure that all equipment is marked with the swimmer’s name! Remarking throughout the season may be necessary as names on equipment wear off with use. QuickSilver is not responsible for misplaced, lost, or stolen items.

Required Practice Equipment by Group Level	
Pre-Comp	<ul style="list-style-type: none"> <li>• Fins</li> <li>• Kickboard</li> </ul>
Age Group (10 & Under)	<ul style="list-style-type: none"> <li>• Fins</li> <li>• Kickboard</li> <li>• Snorkel (Level 5 Only)</li> </ul>
Bronze (11-12)	<ul style="list-style-type: none"> <li>• Fins</li> <li>• Kickboard</li> <li>• Snorkel</li> <li>• Paddles</li> <li>• Pull buoy</li> <li>• Mesh equipment bag</li> <li>• Tempo Trainer (Level 5 only)</li> </ul>
Silver (13-14)	<ul style="list-style-type: none"> <li>• Fins</li> <li>• Kickboard</li> <li>• Snorkel</li> <li>• Paddles</li> <li>• Pull buoy</li> <li>• Mesh equipment bag</li> <li>• Tempo Trainer (Level 5 only)</li> </ul>
Gold (High School)	<ul style="list-style-type: none"> <li>• Fins</li> <li>• Kickboard</li> <li>• Snorkel</li> <li>• Paddles</li> <li>• Pull buoy</li> <li>• Mesh equipment bag</li> <li>• Tempo Trainer (Level 5 only)</li> </ul>

## Facility Use Policies

### 4A. Facility Use Policies

### QSS at Gunderson High School Pool

QSS is fortunate to be associated with Gunderson High School (GHS) and have the use of its facility. Coaches, swimmers, and parents are to follow the procedures listed below.

#### Drop-off & Pick-up

1. Parents: You may park in the parking lot when dropping off or picking up swimmers or you may drop swimmers off at the front entrance of the building. **You may drop off swimmers fifteen minutes prior to the start of practice, but no earlier.**

#### Practice

1. Parents and Swimmers: You may enter through the front entrance only. The back gate entrance is for staff only.
2. Parents: Watching practice is allowed on the bleacher area. Parents are not allowed within the yellow gates at Gunderson or to congregate by the locker rooms. Parents should not be coaching their children or disrupting practices in any manner. Parents may not congregate by the dryland or locker room area. Parents breaking these rules may be asked to leave the facility.
3. All children should be closely supervised as a courtesy to others and for their safety.
4. Swimmers in practice groups, regardless of age, must use the appropriate locker room. Siblings must be under 5 to enter the opposite gender locker room to use the restrooms and with an adult of the locker room gender.
5. Swimmers: Be sure to leave the pool area and the locker rooms as you found them. Be sure to conserve water by showering quickly, pick-up after yourself, and pick-up any trash in the vicinity.
6. Swimmers: Use the same common courtesy you would use if you were a guest in someone else's home.
7. To follow Safe Sport policies, locker rooms may have 2-person sweeps conducting periodically during practices and regularly during meets. Parents are discouraged from entering the locker rooms with the swimmers. Swimmers should utilize the first three rows for changing. The back rows area reserved for swimmers that need assistance from a parent and/or adult masters swimmers. Quicksilver reserves the right to separate the locker room facilities to limit only athletes to utilize the locker rooms. Cell phone use is not permitted in the locker rooms.

## 4B. Facility Use Policies

### QSS at Almaden Swim and Racquet Club

QSS is fortunate to be associated with Almaden Swim and Racquet Club (ASRC) and have the use of its pool facility. Coaches, swimmers, and parents are to follow the procedures listed below.

#### Drop-off & Pick-up

1. Parents: You may drop off your swimmers at ASRC no more than 15 minutes before practice starts. Please do not park on the streets or stop at the curbs. Swimmers must be dropped off from the parking lot and walk-up to the pool facility.
2. Parents: Please only in the parking lots. No parking or waiting at the street curbs. Please be courteous to our neighbors!

#### Practice

1. Parents and Swimmers: You must enter ASRC through the front entrance. Swimmers must open gate with access code. The front entrance gate may not be propped open.
2. Parents: You are welcome to watch practice from the covered area with tables near the front entrance.
3. Swimmers: Unless you are a private club member of ASRC, hot tub use is prohibited. Please remember that ASRC is a private club and we are privileged to be at the facility. Please respect the club and all rules.
4. Parents and Swimmers: ASRC is a private club. QSS families are not permitted to use the facility outside of practice hours. All lessons completed at ASRC must go through ASRC billing. Please talk to your group coach about QSS lesson options.
5. Swimmers: Be sure to leave the pool area and the locker rooms as you found them. Be sure to conserve water by showering quickly, pick-up after yourself, and pick-up any trash in the vicinity.
6. Swimmers: Use the same common courtesy you would use if you were a guest in someone else's home.
7. Swimmers: Use the same common courtesy you would use if you were a guest in someone else's home.
8. To follow Safe Sport policies, locker rooms may have 2-person sweeps conducting periodically during practices. Parents are discouraged from entering the locker rooms with the swimmers. Cell phone use is not permitted in the locker rooms.

## 4C. Facility Use Policies

### QSS at Club Sport

QSS is fortunate to be associated with Club Sport Silver Creek and have the use of its facility. Coaches, swimmers, and parents are to follow the procedures listed below:

#### Drop- off & Pick- up

1. Parents: Parents must sign in at the front desk and walk their swimmer back to the pool entrance.

#### Practice

1. Swimmers must bring their CS aquatic membership card to practice daily and check-in at the front desk. Cards will be reissued every 8 weeks.
2. Parents: You are welcome to watch practice from the glass viewing area. Walking or standing poolside during practices is inappropriate. Parents must not disturb coaches or swimmers, including their own, during practice hours.
3. Parents and Swimmers: If you are not a member of Club Sport, then siblings and parents are not able to use the facility at any time. Swimmers have use of the pool only during practice hours with a QSS coach.
4. Swimmers: Towels are a privilege provided to us by Club Sport. Any abuse of this privilege such as stealing towels, misusing towels, using multiple towels, not placing soiled towels in the laundry bins, and/or inappropriate use will result on losing towel privileges.
5. Swimmers: Be sure to leave the pool area and the locker rooms as you found them. Be sure to turn off the showers, pick-up after yourself, pick-up trash, and don't leave locks on the lockers.
6. Swimmers: Use the same common courtesy you would use if you were a guest in someone else's home.



## 5. Meet Information

### 5A. How to Enter Swim Meets

The QSS meet schedule is posted on the website at [www.QuickSilverSwimming.org](http://www.QuickSilverSwimming.org)

Meet schedules can often be confusing to determine which particular meets swimmers are eligible to swim. Please direct any questions concerning the meet schedule and your swimmer's eligibility to your swimmer's coach.

Scheduled meets are not required for developmental track swimmers, but are highly encouraged. For National track swimmers, attending meets is part of being an elite swimmer. The meets are a fun time for swimmers, as well as a way to measure their improvement. Meets also give swimmers a strong incentive to attend practice.

QSS families receive meet information via QSS Weekly News. Upcoming Swim Meets are listed toward the bottom of the email under a red heading. Websites where meets may be posted:

#### 1. Swim Connection website

*Use Swim Connection for C/B/A+ meets, Championship meets, etc.*

- a) Go to [www.swimconnection.com](http://www.swimconnection.com)
- b) Sign-in if you have an account or register as a guest
- c) Click on the meet name
- d) Enter your swimmer's name and/or USA Swimming membership number
- e) Enter events for your swimmer (please be sure to follow all rules of the meet sheet)
- f) Click "submit"
- g) Proceed to billing page. Please have a credit card ready to process your order. Click "confirm." You should receive a confirmation email.

#### 2. Fast Swims website

*Use Fast Swims for C/B/A+ meets, Championship meets, etc.*

- a) Go to [www.fastswims.com](http://www.fastswims.com)
- b) Sign-in if you have an account or register as a guest
- c) Click on the meet name
- d) Enter your swimmer's name and birthdate
- e) Enter events for your swimmer (please be sure to follow all rules of the meet sheet)

#### 3. QuickSilver website

*Use our team website for CSA meets, SBSL meets, etc.*

- a) Go to [www.QuickSilverSwimming.org](http://www.QuickSilverSwimming.org)
- a) Sign-in to your Team Unify account.
- b) Click on the "Sign Up" button next to the meet name.
- c) Click on the **your swimmer's name button**
- d) Chose events for your swimmer
- e) Click "Save Changes" at the bottom right of the page

Once the deadline has past, you will NOT be able to un-commit your swimmer. At this time the entries are processed. Please be aware that once meet entries are sent to the meet host, the swimmer's entry fees have been paid. It is too late to get the fees refunded. Please do not email meet directors and/or meet referees without first discussing with your coach. Your actions reflect upon QuickSilver as a team. Thank you in advance for adhering to the meet entry deadlines.

Please be sure to read the meet sheet for information prior to asking. The meet sheet is the law in swimming. Please do not ask to break or have exceptions to what is written in the meet sheet as Pacific Swimming is very strict on this matter. The meet sheet provides all of the meet info including location, start times, and event line-up. The coaches will send out any other information within 48 hours of the meet.

## 5B. Swim Meet 101

Listed below are in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as detailed and specific as possible.

### Swim Meet Procedures

- 1. Sign-up Online:** A meet sign-up announcement will be emailed to you via the QSS Weekly News. Click the link to sign-up online (either on the team website or Swim Connection depending on what type of meet). Sign-up for the meet online. Meets on Swim Connection fill up quickly and may close before the deadline! Please do not wait to sign-up for meets or your swimmer may be locked out!
- 2. Pack the Night Before:** Swim meets start early! Please be sure to pack your swim gear, food, and camping equipment the day before.
- 3. Arrive Early:** Leave ample time to find the pool and park. Some pools require a 10-20 minute trek from the parking lot to the pool facility. Please plan ahead and leave ample time to get to the actual pool. Arrive at the pool ten minutes prior to the scheduled warm-up time and locate the QSS team area where all team members sit.
- 4. Swimmer Check-In:** The swimmer's need to check in at the check-in desk unless the meet is pre-seeded. To check-in, find your name listed by age group and then alphabetically. The swimmer needs to place their initials next to their name and then circle every one of their listed events. If needed, bring a Sharpie to write down your event numbers on your swimmer's hand. If the meet is pre-seeded, then the swimmer should check in with their coach when they arrive.
- 5. Warm-Up:** Each swimmer will already have a meet warm-up from their group coach. Younger swimmer's will warm-up directly with their group coach. Swimmers should get in and warm-up. Please be cautious and enter a lane that is either with QSS swimmers or is least crowded. Be sure not to enter a "dive" or "pace" lane. If swimmers are unsure of which lane to enter, then they should ask their coach.
- 6. Check Heat & Lane Assignments:** Heat and lane assignments, or simply where your swimmer is assigned to swim in their next race, typically are posted on a wall, distinct sign, or A-Board. The coaches can point out where the heat and lane assignments are being posted. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. It is customary to write event numbers, heat and lane assignments on a younger swimmer's hand.
- 7. Talk to your Coach Before you Race:** Before (and after) every race, swimmers are expected to talk to their coach. If swimmers do not tell their coach their heat and lane assignment, then coaches may not know when and where the swimmer is swimming!

Coaches typically have advice for the swimmer before their race.

8. **The Swim:** The swimmer is responsible for getting to the block (independently of mom and dad!) and swimming at 100%. When the swimmer finishes, be sure to get your preliminary time for the timers. The timer's time is NOT the final time. The final time is likely from the buttons (the black things the timers push) or the Touch Pads (yellow pads on the walls at bigger meets). Electronic timing is used at most meets. Generally, the official time is the one recorded in the computer when the swimmer touches the touch pad. This time appears on the scoreboard. However, if a swimmer misses the touch pad, or if there is a mechanical failure, various back-up times may be used. The timing and score keeping personnel analyze all times to determine the official times, which are then posted as final results.
9. **Talk to your Coach After you Race:** After the race, coaches are able to provide feedback for swimmers to improve at the next race and at practices, plus race splits and race strategies.
10. **Warm-Down:** Swimmers need to warm-down! Swimmers need to talk to your group coach about the appropriate amount and type of warm-down to do after a race.
11. **Rest Break:** In between races, swimmers are asked to rest and stay warm. All energy should be stored up and used in competition. If swimmers must eat, a light, nutritious snack is recommended.
12. **Check-Out with Coach:** It is very important that swimmers check with the coaching staff prior to leaving the swim meet, making certain that their swimmer has not been placed on a relay.

## 5C. What to Bring to a Swim Meet

- Swimsuit
- (2) QSS team swim caps
- (2) pairs of goggles
- QSS team T-shirt
- (2) towels minimum
- Old blanket or sleeping bag,
- Tent (weather permitting)
- Quiet games or books
- Food – nutritious snacks
- Water bottle and sports
- Winter* – parka, boots, socks, extra swimsuits, change of clothes, hat, gloves, etc.
- Summer* – hat, sunscreen, water sprayers, shorts, etc.

Once you and your swimmer have attended one or two meets, this will become routine. Please do not hesitate to ask any veteran parent on the team for help or for information.

## 5D. Swim Meet Apparel

All QSS swimmers are required to wear the QSS gear at meets. If swimmers wear a cap, they are required to wear the black Q cap. At Championship meets, swimmers are expected to wear the assigned QSS T-shirt for each session of a meet.

## 5E. General Swim Meet Policies

1. Team members must check with their coach prior to leaving a meet. If it is necessary for a Swimmer to leave a meet early, his/her Coach must be notified.
2. Swimmers are expected to talk with their Coach before and after each of their events (races).
3. In prelim and final meets, all Swimmers who qualify to compete in the finals are expected to participate in the finals. All team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to Learn from watching the finals. At times, alternate and relay positions open up that need to be filled.
4. All team members are expected to follow the team uniform policy. Specific meet uniform requirements will be announced in the Weekly Email or disseminated by the Coach prior to the meet. Be proud to wear your Q! Your personal appearance shall be neat and appropriate at all times.
5. Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.

6. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors.
7. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the QSS team area in a neat and clean condition at the conclusion of each session of the meet.
8. All questions Swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the QSS Coaching Staff only. Our Coaches, in turn, will pursue the matter through appropriate channels.
9. In accordance with the USA Swimming policy, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.
10. Swimmers are not to scratch events, including swim-offs and finals (any second swim), without prior permission from their group coach.
11. Pool decks may be closed off to parents and spectators at some facilities.
12. No photography or videography is permitted behind the starting end of the pool.

## 5F. Relay Policy

**When are they swum?** Relays are available at limited meets throughout the swim year. Meets are typically available only at CSA Conference meets and any Championship format meets including JOs and Far Westerns. Often times, there is a limit on the number of relays that a team may enter per gender per age group.

**Who enters relays?** Coaches complete relay entries for the team. Relay fees are covered by the team. Relays are formed by times. Relay times, short course, and long course conversions may be considered when compiling relays.

**Can a swimmer request to "go first"?** Relays are fun, but they are also swum for team points. Being part of a swim "team", after all, is more important than any single individual performance. When there are touchpads at the facility, the first swimmer's time may count as an individual time. However, the relay comes first! For this reason, swimmers should not ask a coach to go in a first in a relay so their time will count.

**Can I depart the meet early if I am not in a relay?** In meets where there are relays, swimmers need to check-out with their coach prior to leaving the meet to ensure they are not needed to swim on a relay.

**How do you know if your swimmer is on a relay?** For championship meets, relays will be emailed out in advance by either the Head Age Group Coach or your swimmer's group coach. If you are not able to swim the relay on a specific day, please let the Head Age Group know in advance.

**What happens if my swimmer misses a relay?** If you are assigned to a relay and either leave the meet early or do not show up for the relay, then the swimmer's teammates may not be able to swim the relay! In fairness to those swimmers and the team, the swimmer may be barred from further relay participation for that season. Please be respectful to your teammates! Being on a relay is a privilege.

## 5G. Swimming Governing Bodies

**USA Swimming** - USA Swimming is the national governing body for the sport of swimming. Participants in the QSS swim programs must be members of this organization. Membership, which is renewed in the fall of each year, provides limited, co-benefit accident and liability insurance for swimmers participating in supervised workouts, team events, and swim meets.

**Pacific Swimming** - Pacific Swimming is a member of USA Swimming and is the Local Swim Committee (LSC) that governs our geographic area covering the greater San Francisco bay area.

## Short Course + Long Course = A Swim Year

The "swim year" begins in late August and ends in late July or early August of the following year. Every swim year is divided into two seasons—short course (SCY) and long course (LCM). QSS swimmers participate in both swim seasons. The QSS coaching staff encourages all swimmers to continue swimming all year.

QSS gives swimmers a short break annually at the end of July through late-August and potentially a short break for the holidays in December. As your swimmer progresses in the sport, the best time to take vacation is during the August team break at the end of the summer. This mainly affects swimmers in National track groups.

**Short Course Yard (SCY)** - The short course season usually runs from early September through March. A series of championship meets for all ages and levels of swimmers is conducted from early December through March. These competitions are held in 25-yard pools. The United States is the only country that competes in 25-yard pools.

**Long Course (LCM)** - The long course season typically runs from April through early August. These competitions are held in 50-meter pools. We strongly encourage our swimmers to swim during the long course season for their long-term development. The Olympics, after all, are only held in 50-meter pools (and Olympics Trials and most international meets)!



## 5H. Types of Swim Meets

- **Pacific Swimming Meets** – Age Group Opens, Junior Olympics (JOs), Far Westerns (FW), 10 & Under Championships, IMR and IMX meets (see below).
- **Zone 1 South Meets** – C/B/A+ meets that say “Z1S” or “Zone 1S”)
- **Dual Meets** – Dual to quad meets are against one to four teams. These are smaller meets and are typically completed under 5 hours start to finish. Most are one-day meets instead of two-days.
- **IM Ready Meets** – IM Ready meets includes all of the USA Swimming IM Ready event list, which is shorter events of all the strokes:
  - **10 & Unders:** 100 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (scy) or 200 IM (lcm)
  - **11- 12s:** 200 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (scy) or 200 IM (lcm)
  - **13- 18s:** 200 Free, 100 Back, 100 Breast, 100 Fly, 200 IMUSA Swimming gives each swimmer an IM Ready score. Rankings can be found at [www.usaswimming.org](http://www.usaswimming.org) under IMX scores.
- **IMX (IM Xtreme) Meets** – IMX Meets include all of the USA Swimming IMX events, which are longer events of all the strokes.
  - **10 & Unders:** 200 Free, 100 Back, 100 Breast, 100 Fly, 200 IM
  - **11- 12s:** 400 (lcm)/500 (scy) Free, 100 Back, 100 Breast, 100 Fly, 200 IM
  - **13- 18s:** 400 (lcm)/500 (scy) Free, 200 Back, 200 Breast, 200 Fly, 200 & 400 IM
- **Championship Meets** – Championship meets are held near or at the end of the season (December, April/May, and July/August). Most Championship meets require a qualifying time standard to be eligible to enter the meet. Meets that require qualifying times include the following: 10 & Under Championships, Junior Olympics (JOs), Far Westerns (FW), Sectionals, Junior Nationals, Nationals, U.S. Open, and International Grand Prix Series.
- **Peak Meets or End of Season Meets** – Peak meets are the swimmers most important meet of the season. The meet will range depending on the swimmers level from an end of the season Novice Meet to U.S. Nationals. Your swimmer’s group coach will let you know in advance what meet will be your swimmer’s Peak Meet for the season.
- **National Level Meets** – National level meets are US Junior National, Nationals, and Olympic Trails. These are high level meets that take swimmers many years to train up to and qualify.

## 5I. USA Swimming's Motivational Time Standards

The 2017- 2020 Age Group Motivational Time Standards are posted under the Swimmer info section of the QSS website. The Age Group Time Standards are updated every four years by USA Swimming. Pacific Swimming's B and A times were eradicated in September 2014 to align with USA Swimming's Motivational Times. The Age Group Time Standards are meant to be motivational for age group swimmers.

A swimmer will be entered as NT (No Time) the first time he/she swims the event.

There are no 8 & under times in USA Swimming. Swimmers in the 8 & under age group should use the 10 & under time standards. Aiming for B and BB times is a good place to start.

## 5J. QSS Encourages Swimmers to Apply for All Stars

QSS encourages our swimmers to apply for All Star meets, if qualified, each year. Pacific Swimming and USA Swimming offer a handful of All Star team opportunities that our swimmers should be striving for in the seasons and years to come.

*All Star meets include the following:*

- **Zone All Stars** – Swimmers can apply to be part of the *Zone 1 South All Star* team. Swimmers apply at the Zone 1 South Championship meet in January. Application can be turned in at the desk. The Zone All Star meet takes place in late February or early March each year. The meet location switches between the Pacific Swimming zones each year.
- **Western Zones (Age Group) Championships** – Swimmers can apply for a spot on the *Pacific Swimming* team for Western Zones. Applications for WZ are available in early April and are typically due in May. The WZ selections are very competitive. The meet takes place in August immediately after Far Westerns. The meet location switches between zones in the western region of US.
- **North Coast All Stars Meet** – Swimmers can apply for a spot on the *Pacific Swimming* team for North Coast All Stars. Applications for this meet are available in November. The team selections are very competitive. The meet takes place in early January. The meet location switches between zones in the western region of US.
- **U.S. Junior National Team, U.S. National Team, U.S. Olympic Team** – At the highest levels, swimmers can still earn spots on All Star teams and earn the right to represent not just QSS and Pacific Swimming, but USA! Junior National and National team members are selected based on top times in the country. The Olympic team is based on top 2 finishes (in most events) at Olympics Trials.

## 5K. QSS Meet Schedule

Each season's meet schedule is distributed by an email from your age group coach.

The full team master schedule is posted on the QSS website at [www.QuickSilverSwimming.org](http://www.QuickSilverSwimming.org)

QSS swimmers should not attend meets not listed on the QSS schedule without their group coach's permission. Swimmers should not be attending meets every weekend as this is counterproductive to swimmers' progressing. Meets are scheduled to show progression from meet-to-meet or improvement in stroke technique. Continuous meet attendance takes away the internal motivation that swimmers get from meets to practice harder and achieve their goals.

### Championship Meets

*(Also known as Team scored meets, Peak Performance meets, Taper meets, or Rest meets)*

QuickSilver has various championships meets that we attend as a team each season. Your swimmer is expected to attend their highest qualified meet at the end of each season.

Fall / Winter	Spring	Summer
<ul style="list-style-type: none"><li>▪ Race to JO's</li><li>▪ CSA Championships*</li><li>▪ Winter 14 &amp; Under Champs*</li><li>▪ Pacific Swimming Senior Championships</li><li>▪ Short Course Sectionals*</li><li>▪ Winter U.S. Junior Nationals*</li><li>▪ Winter U.S. Nationals</li></ul>	<ul style="list-style-type: none"><li>▪ 10 &amp; Under Champs*</li><li>▪ Race to JO's</li><li>▪ Spring JO's*</li><li>▪ Short Course Far Westerns*</li><li>▪ HS Conference meets</li><li>▪ CCS (+ post meet)</li></ul>	<ul style="list-style-type: none"><li>▪ Age Group End of Season</li><li>▪ Summer JO's*</li><li>▪ Long Course Far Westerns*</li><li>▪ Long Course Sectionals*</li><li>▪ Summer U.S. Junior Nationals</li><li>▪ Summer U.S. Nationals</li></ul>

The asterisk \* indicates a "Team Championship meet." Since QSS places the most emphasis on team meets, swimmers who are qualified to enter the meet should plan to participate in these meets and contribute to the total team effort. Swimming is, after all, a team sport. Please be sure you are contributing to your team when.

## 6. Parent's Role in QuickSilver

### 6A. Open Lines of Communication

Communication is the key to a successful swim experience. When you have a specific question or concern regarding your swimmer, go directly to your swimmer's coach. Most questions are answered quickly at this level.

*If at any time you have questions or concerns, feel free to email:*

- **Team Manager, Joan Smith** – General questions and inquiries, billing, service hours/jobs, TU account, try-outs, accounts payable [swimqss@gmail.com](mailto:swimqss@gmail.com)
- **Head Coach, Andre Salles-Cunha** – All team questions, senior program, staff inquiries and comments, business operations [andre@swimqss.org](mailto:andre@swimqss.org)
- **Head Age Group Coach, Liv Lyons** – Age group program, group standards and requirements, group moves [liv@swimqss.org](mailto:liv@swimqss.org)
- **Head Masters Coach, Andrew Johnson** – Master's program [andrew@swimqss.org](mailto:andrew@swimqss.org)
- **Facilities, Carrie Miller-Mox** – Manages GHS facility and rentals [carrie@swimqss.org](mailto:carrie@swimqss.org)
- **Office Aide, Johanna Applebaum** - Reimbursements, accounts payable
- **Board of Directors: Anthony Jones (Chair), Becky Unruh (Safe Sport), Ryan Murphy** – The QuickSilver BOD provides financial, Safe Sport, and competitive oversight for the club. Please reach out to officers of the club for any operational issues or concerns. Please note that QuickSilver is a 501(c)(3) non-profit organization, but is not a parent operated board. All board members are not related/affiliated with QuickSilver members.

## 6B. QSS Communication Tools

In order to keep our families informed, QSS uses several forms of communication. Please make an effort to take advantage of the following:

- **QSS Website:** [www.QuickSilverSwimming.org](http://www.QuickSilverSwimming.org)
- **QSS Weekly News E-blast:** Weekly E-blasts are sent to all active QSS families. Weekly News Includes practice time changes, meet announcements, swimmer's achievements, team updates, and upcoming events.
- **QSS Practice Group E-mails:** Group emails from coaches provide continual group updates.
- **Coaches' Open Door Policy:** Each coach maintains an open door policy. Please email your coach directly to schedule one-on-one time with your swimmer's coach.
- **Office Hours:** QuickSilver Swimming has Office Hours at Gunderson High School. Regular office hours vary by season. Current office hours are listed on our QSS homepage.
- **General Parent Meetings:** QSS has an annual General Meeting in the fall to discuss team finances, strategic planning, parent education topics, and changed for the upcoming swim year.
- **Townhall:** Townhalls are every 4-8 weeks, depending on the season. Townhalls will go over any relevant info for that point in the season, include parent education topics, and give an overview of the state of the club.
- **Facebook:** QuickSilver has a Facebook page managed by a team rep and coach Social Media Lead.
- **Instagram:** QuickSilver has an Instagram page managed by our coach Social Media Lead.
- **Cluster:** All photos from team meets and events get uploaded into the QuickSilver Cluster app.
- **Team Parents:** Each practice group has one or two parents who serve as Team Parents. These individuals help coordinate social activities for that practice group and assist the coach in a variety of ways.
- **SPLASH magazine:** A newsletter published by USA Swimming, Inc. is mailed as a benefit to each registered member of USA Swimming. The newsletter includes a variety of articles and information about every level of competitive swimming.
- **Swim Governing Body Websites:** The following websites are helpful for information.
  - Pacific Swimming: [www.pacswim.org](http://www.pacswim.org)
  - USA Swimming: [www.usaswimming.org](http://www.usaswimming.org)
  - USA Swimming Safe Sport: [www.usaswimming.org/protect](http://www.usaswimming.org/protect)

## 6C. Supporting Your Swimmer

(Courtesy of Swim Mac – currently #1 team in the USA)

It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's role to provide love, recognition, and encouragement necessary to help a young athlete feel positive about himself/herself. Be the person that your swimmer can look to for constant, positive reinforcement.

Strive to provide your swimmer with the basic opportunities s/he needs to have a positive swimming experience. Make sure your swimmer regularly attends practice and swim meets.

A parent's attitude often dictates those of the swimmer. A swimmer might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about a parent's desires and feelings. For example, be enthusiastic about taking your swimmer to practices, helping at swim meets, and participating in team activities. Please don't look at these functions as chores.

Every individual learns at a different rate and responds differently to the various methods of skill presentation. Some swimmers take more time to learn; this requires patience on the part of the coach and the parent, both of whom must remember that the swimmer's ultimate swimming potential may be as great or greater than that of a faster learner.

Avoid comparing the skill, courage, determination, attitude, performance, or improvement of your swimmer to other swimmers. Swimmers mature physiologically and psychologically at different ages; the weakest swimmer in a practice group this year could be leading practices in the future.

The etymology of the word "competition" goes back to the Latin words "com" and "petere," which mean "together to strive." It is important to teach young swimmers to compete with, not against others, and to use competition to help them strive to be their own best self.

## 6D. Guidelines for Watching Practice

Parents are encouraged to watch practices from time-to-time, but there are some important guidelines to follow when observing a practice.

1. Young swimmers want parental approval more than anything in the world. For swimmers to learn as much as possible during practice, it is imperative that coaches have each swimmer's undivided attention. Please do not communicate with your swimmer during practice and do not compete with the coach for your swimmer's attention.
2. Don't interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group). Scheduling an appointment with the coach is best.
3. Coaches spend a considerable amount of time planning weekly practice sessions for each of their groups. Every training set or instructional drill has a purpose. One practice and/or practice set often builds on another during each week. If you have not watched all of the practice sessions, you may not understand the purpose of what the swimmers are doing on any given day.
4. Don't try and coach or advise your swimmer based on what you see (or think you don't see) he/she do during practice. Many times when teaching stroke skills, coaches ask their swimmers to do things that may not look correct or actually might be illegal during competition. However, the drills have an important purpose in teaching skills. Swimming a one-arm butterfly stroke or using a flutter kick with breaststroke are examples of drills with a specific purpose.
5. Don't be a helicopter. What's a helicopter parent? ... One that hovers! The coaches don't come to your office and look over your shoulder while you work, so please offer them the same respect and stay off their pool deck. Parents have a tendency to have tunnel vision, which means you are ONLY watching your swimmer. Please keep in mind that coaches are watching a group of swimmers. Parent often lose perspective when they watch one child too intently. The greater picture is the group as a whole and the group's improvement as a whole. Swimming is a team sport, which requires to top swimmer and the bottom swimmer in the group to push each other and be leaders. With hovering parents, this natural affect does not happen. Some teams allow helicopter parents – QSS is not one of them!
6. Do not videotape or photograph swimmers during practices. For the protection of all swimmers, parents are no allowed to videotape or photograph swimmers during practices. At swim meets, there is no videotaping or photography from the starting end of the competition pool.
7. Parents are only allowed in the following areas during practice times:
  - **Gunderson High School:** cement bleachers
  - **Almaden Swim and Racquet:** tables by entrance
  - **Club Sport:** glass viewing area

**Note:** Please make sure siblings at the practice are safe, courteous, and well- behaved at all facilities. Also, please make sure the area is clean before leaving. Please stay off the pool deck during practices and do not attempt to coach your swimmer based on what you observe at practice.

## 6E. Why Should You Volunteer to Help Your Swim Team?

*(Courtesy of USA Swimming. From "News for Swim Parent" published by ASCA)*

The simplest reason why you should help is also the most powerful. You should help because your child benefits greatly from the program. The second reason is that most clubs cannot function without substantial volunteer help. The economics are not there for a full professional staff to do all the things that need doing.

Look at the finances of youth sports for a moment. Count up the hours that are available for your child to participate in your program. Divide your monthly fee by those hours, and you will come out with substantially less than you pay your baby sitter. Now imagine if you had to pay for all you get from your team. Teams can't do it without your help.

Add to that the fact that few clubs have all full time coaches so you can recognize the need for parental involvement.

In most volunteer organizations, including swim teams, very few people do a tremendous amount of work that benefits everyone. This is a bad deal for everyone. That person sooner or later burns out, leaving a big hole to fill. Meanwhile, that individual holds a great deal of power in the club, perhaps too much power.

If you find your lawn uncut, the dishes three days deep in the sink, your cat starving on the porch and you have just driven home from the team practice forgetting half of the carpool, you may be over committed. The club needs a little bit of time from everyone, a little more from some and on an occasion, a great deal from a few.



## 7. Swimmer Safety & Policies

### 7A. QSS Team Travel Policy

#### PURPOSE

The purpose of this travel policy is to promote and ensure the safety of all QuickSilver swimmers and coaches, as well as to promote the best possible individual and team experience as it pertains to QSS Team Travel.

#### PART I- TRAVEL ELLIGIBILITY – Required USA Swimming Policies

- 1.) This document must be signed by athletes, coaches, parents and any other adults wishing to travel with the team prior to the date of departure.
- 2.) Chaperones and any adult traveling with the team must be members of USA Swimming and must have successfully completed the USA Swimming background check.
- 3.) The athlete and his/her parent or legal guardian must sign a copy of the QSS Code of Conduct, Travel Policy, and Medical Waivers.
- 4.) If an athlete is being investigated by USA Swimming or a member organization for Code of Conduct violations such as drinking or using other illegal substances, at a competitive event, where he/she was representing QSS/Pacific Swim/USA Swimming, he/she may not travel with QSS until the investigation is complete. The athlete may attend the meet if they are in the care of their parents or legal guardian.
- 5.) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).

#### PART II-TRAVEL CODE OF CONDUCT FOR HOTELS

- 1.) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- 2.) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be similar in age.
- 3.) 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. Exceptions to this policy include: related athletes (siblings, spouses, parents) and those times outside of curfew when athletes are resting, doors must remain completely open.
- 4.) For overnight travel, coaches and chaperones shall stay in nearby rooms of the hotel.
- 5.) Curfews for team travel events, as a member of QuickSilver Swimming, Pacific Swimming or USA Swimming will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced by team officials if participant is with parents.
- 6.) Athletes may be "taped" into rooms at curfew. Any rooms with broken tape may be deemed in violation of the QuickSilver Swimming travel policy.
- 7.) Athletes will be responsible for any charges made to the hotel room (movies, food etc.) They will also be responsible for any damages to the room during their stay.

#### PART III-TRAVEL CODE OF CONDUCT FOR GENERAL BEHAVIOR & EXPECTATIONS

- 1.) There shall be no drug or alcohol use by athletes or non-athletes under the legal age. Violation will result in athletes being scratched from the competition and being sent home at the expense of the athlete's parent or guardian. Violation by non-athletes will result in dismissal from competition and return travel at own expense.
- 2.) Athletes in violation of the QuickSilver Travel Policy will be brought before the QuickSilver Board of Directors for review and disciplinary actions. Athletes may be suspended from QuickSilver (up to all team activities including practices) until a disciplinary ruling is received.
- 3.) Athletes and chaperones will follow all rules of the road when transporting or being transported to and from events. This includes: wearing seatbelts, following the speed limit, music at appropriate levels for the driver to drive safely, etc.
- 4.) 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.
- 5.) Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each athlete to conduct them self in a manner that exemplifies QuickSilver Swimming as a team of athletes with high moral and ethical standards. Athletes should make every effort to avoid "guilt by association" with such activities that detract from this goal now and at all times during the year.
- 6.) Athletes are expected to remain with the team at all times during the trip. When visiting public places such as shopping malls, restaurants or movie theatres, athletes must remain in groups of a size specific by the coach or chaperone.
- 7.) Athletes 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.

#### **PART IV- ELITE & SINGLE ATHLETE TRAVEL**

- 1.) All above conduct and eligibility shall be observed and enforced.
- 2.) When only one athlete and one coach travel to a competition, the athlete must have his/her parent(s) or legal guardian(s) attend with the swimmer.
- 3.) When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

#### **PART V- SWIMMER TRAVEL POLICY HONOR CODE**

The QuickSilver Honor Code and any additional guidelines regarding conduct will be reviewed by the Head Coach. Violations and disciplinary actions will be reported to the QSS Board and a review will be initiated. QSS swimmers must comply with the following as approved by the QSS Board:

- 1.) The possession or use of alcohol, tobacco products, or controlled substances is prohibited.
- 2.) Curfews will be established and adhered to during travel trips.
- 3.) Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, and competitions unless otherwise excused or instructed by the head coach, the vice chairman, or designated person in charge of the team.
- 4.) Uniform requirements will be established for the team and will be followed.
- 5.) Proper respect, sportsmanship, and courtesy toward coaches, officials, administrators, competitors, and the public will be displayed at all times.

- 6.) The manner in which one behaves will present a positive image of QuickSilver Swimming and will provide an atmosphere to meet the competitive performance objectives.
- 7.) Additional guidelines may be established as needed to assure the safety and well-being of the all team members and will be adhered to during travel trips.
- 8.) Athletes in violation of the Honor Code will be brought before the QuickSilver Board of Directors for review and disciplinary actions.
- 9.) Athletes in violation of QuickSilver Swimming team policy or Pacific Swimming / USA Swimming travel policy will have a call home and/or be required to have a parent or guardian pick-up the athlete or arrange travel home at the athlete's expense.

## 7B. Locker Room Policy

QSS swimmers and parents must help maintain personal privacy as well as reduce the risk of misconduct in locker rooms and changing areas.

### General Policy Considerations

- **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).
- **Awareness** - Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.
- **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.
- **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.
- **Appropriate Swimmer Use** - Swimmers in practice groups must use their same-sex locker room regardless of age. Non-athletes under 5 may use the restrooms with an adult of the same-sex as the designated locker rooms.
- **No Parents** - 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.
- **Assistance** - If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.
- **Sweeps** - QSS has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff, coaches, or parents inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff, coaches, swimmers and marshals conduct these sweeps in two-deep leadership, with women checking on female locker rooms, and men checking on male locker rooms. Locker rooms and changing areas may be monitored by use of the following methods:
  1. Conducting a sweep of the locker room or changing area before athletes arrive;

2. Posting staff directly outside the locker room or changing area during periods of use;
  3. Leaving the doors open when adequate privacy is still possible; and/or
  4. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- **No Cell Phones Use and Other Recording Devices – No using cell phones (even talking or texting) in the locker rooms.** All recording devices are strictly prohibited. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: *Article 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*
  - **Showers** – Please limit show time to <5 minutes to conserve water.

## 7C. Anti-Bullying Policy & Action Plan

*(Adopted from USA Swimming)*

### PURPOSE

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

Objectives of QSS' Bullying Policy and Action Plan:

1. To make it clear that QSS will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise?
4. To make how to report bullying clear and understandable.
5. To spread the word that QSS takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### WHAT IS BULLYING?

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

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

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a QSS Coach, Board Member, or other designated individual;
- Write a letter or email to the QSS Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

## **HOW WE HANDLE BULLYING**

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

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

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

### ***FINDING OUT WHAT HAPPENED***

#### **1. First, we get the facts.**

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

#### **2. Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
  - What is the history between the kids involved?
  - Have there been past conflicts?
  - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
  - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

### ***SUPPORTING THE KIDS INVOLVED***

#### **3. Support the kids who are being bullied**

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
  - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
  - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

#### 4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
  - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
  - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
  - i. Write a letter apologizing to the athlete who was bullied.
  - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
  - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
  - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
  - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

- 5. Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
  - b. Tell a trusted adult – your parent, coach, or club board member;
  - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
  - d. Set a good example by not bullying others.
  - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



## 7D. Electronic Communication Policy

*(Adopted from USA Swimming)*

### PURPOSE

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

### GENERAL CONTENT

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

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **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.

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.

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

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

### **PROHOBITED 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.

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

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

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

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

### **TWITTER**

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

### **SNAPCHAT OR SIMILAR APPS**

Snapchat use is not permitted between coaches with swimmers, parents, or other coaches.

### **TEXTING OR SIMILAR APPS**

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

#### **EMAIL**

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

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

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

#### **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.

## 7E. General Photography Policy

*(Adopted from USA Swimming)*

- The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form
- A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, by email.
- **For practices, parents are not permitted to videotape or photograph of swimmers.** Coaches, board members, and Photography Crew members may take photographs or videos for either teaching, event, or marketing purposes.
- For swim meets, it is the parent’s responsibility to read each meet sheet. Most meets in Pacific Swimming acquire consent by the parent entering the swimmer in the meet. Parents are not permitted to photograph or videotape from the start end of the competition pool.
- For team events with a professional photographer present, this will be announced in the Weekly News and attendance will be deemed consent to be photographed unless the parent asks for their swimmer not to be photographed prior to the day of the event.
- All photographs must observe generally accepted standards of decency in particular:
  1. Action shots must be a celebration of the sporting activity and not a sexualized image in a sporting context.
  2. Action shots may not be taken or retained where the photograph reveals a torn or displaced swim suit.
  3. Photographs may not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
  4. Photographs may not be taken in locker-rooms or bathrooms.



## 7F. Safe Sport Policy

### Mandatory Reporting Rules – USA Swimming Article 306

Every member is responsible for promptly reporting any incident regarding sexual misconduct by a coach, staff member, board members, or USA Swimming's Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

Individuals may not be retaliated against for making a good faith report. False reporting of sexual misconduct made in bad faith is prohibited. Civil and criminal statutes of limitation do not apply to reports of cases of sexual abuse.

## 7G. Minor Athlete Protection Prevention Policy

This Minor Athlete Protection Prevention Policy (MAPP) from Safe Sport may repeat many of QSS and USA Swimming adopted policies already listed in this handbook.

### 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:
- The door remains unlocked;
  - Another adult is present at the facility;
  - The other adult is advised that a closed-door meeting is occurring; and
  - 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  
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.

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

- 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).
- 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.
- 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.
- 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.
- 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.

- 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. 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

## 7H. Gift Policy

Coaches shall not give individual swimmers gifts of any kind. Coaches may bestow awards for merit on an individual swimmer at a public ceremony. Coaches may give all swimmers on the team (or their group) gifts in a public setting.

## 7I. Physical Therapy Policy

Coaches shall not provide swimmers with massages or physical therapy in a non-public Setting. The club can provide a licensed therapist for team use when appropriate and approved by the QSS Board, or provide referrals for individual families to privately engage licensed therapists.

## 7J. Detection & Reporting of Fraudulent Activity Policy

QSS is committed to integrity and ethical behavior. Thus, QSS encourages employees who reasonably believe that they are aware of any violations of federal or state law such as fraud, questionable accounting practices, or the reporting of fraudulent financial information, to disclose any such violations, without any fear of retaliation, discrimination, or harassment with respect to their employment. This policy does not replace or supersede QSS' unlawful harassment and discrimination policy; to the contrary, both policies are important components of Quicksilver Swimming's commitment to providing a professional work environment.



*The following are examples of reportable actions or behavior:*

- Fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statement or accounting records of QSS
- Deviation from full and fair reporting of QSS' financial condition.
- Stealing or misappropriation of QSS' or its donors' funds or assets.
- Deficiencies in or non-compliance with QSS' internal accounting controls.
- Misrepresentations or false statements that constitute a violation of federal law (e.g., mail, wire, bank, or securities fraud).
- Violation of other federal or state laws by QSS.

QSS strictly prohibits any retaliation, discrimination, or harassment against any employee (or non-employee, such as a board member or donor) who reports what he or she reasonably believes to be violations of federal or state law, such as incident(s) of mail, wire, or securities fraud, questionable accounting practices, or the reporting of fraudulent financial information. Quicksilver Swimming also will not retaliate against any person who participates in an investigation of such complaints. Conduct that is protected from retaliation includes, but is not limited to:

Providing information or otherwise assisting in an investigation regarding any conduct that the employee reasonably believes constitutes a violation of federal law, such as (but not limited to) tax, mail, wire, or securities fraud laws, or any rule or regulation of the Securities and Exchange Commission (SEC), when the information is provided to or the investigation is conducted by any federal regulatory or law enforcement agency, a member of the United States Congress or any committee of Congress, or any institution supervisor or person with similar authority over the employee, or

Filing, testifying, participating in, or otherwise assisting in an investigation, hearing, court proceeding, or other administrative inquiry in relation to an alleged violation of federal law, such as tax, mail, wire or securities fraud laws, or any SEC rule or regulation.

Quicksilver Swimming also strictly prohibits any retaliation or harmful action against any person (e.g., an employee, donor, or board member) on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal law.

This policy presumes that employees will act in good faith and will not make false accusations. Employees are encouraged to err on the side of caution by reporting any apparent act of wrongdoing, so long as the report is made in good faith. Employees who report acts of wrongdoing or suspected wrongdoing pursuant to this policy will continue to be held to general job performance standards and adherence to Quicksilver Swimming's other applicable policies and procedures.

**Report Procedure.** A person who becomes aware of any act or behavior described above is encouraged to report such incidents as soon as possible to the Chair of the Audit Committee of Quicksilver swimming's Board of Directors. Reports may be provided in writing, telephonically,



or in person. Reports should be as complete as possible, including the details of the incident(s), names of the individual(s) allegedly involved, date(s), and the name(s) of any witness(es). You may send the report or complaint by e-mail or by letter (which may be anonymous, at your discretion) to the Chair of the Audit Committee of Quicksilver Swimming at the following address: Quicksilver Swimming, PO Box 36205, San Jose, CA 95158



## 7K. Policy Violations

If you believe that one of the QSS Policies have been violated, please report such violation to a Coach or QSS Board member. Any operational questions should be directed to the CEO. QSS, or authorized consultants, will undertake a thorough and objective investigation of the allegations. **Do not assume that QSS is aware of any problem.**

If QSS determines that a policy violation has occurred, remedial action will be taken in accordance with the circumstances involved. Any Coach or employee determined by QSS to be responsible for a policy violation will be subject to appropriate disciplinary action, up to and including termination, or criminal prosecution. A Club Member determined by QSS to have violated a club policy will also be subject to remedial action, up to and including expulsion from QSS and criminal prosecution. A QSS representative will advise all parties concerned of the results of the investigation. QSS will not retaliate against any Coach, employee, or Club Member for filing a complaint and will not knowingly tolerate or permit retaliation by Coaches, employees or other Club Members.

QSS encourages all Club Members, Coaches and employees to report any incidents forbidden by these policies, **immediately**, so that complaints can be quickly and fairly resolved.



## 8. Appendix

### 8A. QSS Swimming Glossary

**15-METER MARK** - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In Free, Back, and Fly events the swimmer must surface at or before these marks.

**AGE GROUP SWIMMING** - Program by USA Swimming to provide fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

**ANCHOR**- The final swimmer in a relay.

**ATTACHED** - Registered swimmer who is attached to a registered USA Swimming swim team.

**BACKSTROKE FLAGS** - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool.

**BUTTON** - Manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. It is the timers' responsibility to push the button as the swimmer finishes the race.

**CHAMPIONSHIP MEET** - The meet held at the end of a season. Qualification times may be necessary to enter meet.

**CHECK-IN** - The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each swimmer's name on a list posted by the meet host. Once a swimmer is checked in they must swim the event, or they will be scratched from his/her next event.

**CIRCLE SEED** - In a Prelims and Finals meet, the fastest three heats of each event in Prelims is specially seeded: the fastest swimmer is in the fastest heat, the second fastest swimmer is in the next heat, the third fastest swimmer is in the next heat, the fourth fastest swimmer is in the fastest heat and so on until the three heats are filled up. As opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

**CIRCLE SWIMMING** - When swimming in a lane with several swimmers – staying to the right of the black line.

**CLUB** - Registered swim team that is a dues paying member of USA-S and the local LSC.

**CODE OF CONDUCT** - Agreement between swimmer and club, stating that the swimmer will abide by certain behavioral guidelines.



**CUT (STANDARD)** – Slang for Qualifying standard; a time set for entry into a meet or event.

**CSA** – Competitive Swimming Association. The CSA Conference is a collection of teams within Pacific Swimming that compete in dual, tri and other swim meets throughout the fall season. The meet season concludes with a qualifying championship meet in December. The conference is modeled after collegiate swimming and allows teams to race as a team with relays, etc.

**DECK SEEDING** - Process of organizing swimmers into events, heats, and lanes (by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding prior to the meet).

**DEHYDRATION** - Abnormal depletion of body fluids (water). The most common cause of cramps and sick feelings.

**DISQUALIFICATION "DQ"** - Infraction of USA Swimming Rules, typically for swimming the stroke incorrectly.

**DIVE OVER STARTS** - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool.

**DROP** - Parent notifies QSS Team Manager that their swimmer is dropping from the team by the 15<sup>th</sup> of the month prior. Parents must ensure that all service hours are fulfilled or paid off and their account is current before they may close their account.

**ENTRY FEE** - Set fee paid to swim each event at a meet.

**FALSE START** - When a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

**FINA** - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

**FREESTYLE RELAY** - In the freestyle relays, four swimmers each swim one fourth of the total distance. As in the medley relay, no individual may swim more than one leg of the relay.

**HEAT** - Division of any event in which there are too many swimmers to swim at the same time (set up by the submitted times and number of lanes in the pool being used).

**HEAT SHEETS** - Printed program of events and "who swims when" sold at most meets, a MUST for parents.

**IM** – Slang for Individual Medley; an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.



**LANE LINES** - Continuous floating dividers stretched from the start end of the pool to the turn end, used to delineate the individual lanes.

**LAP COUNTER** – Plastic display of numbers used to keep track of laps during a distance race by the person who counts for the swimmer, stationed at the opposite end of the start.

**LENGTH/LAP** - Technically, a length is once across the pool; a lap is across and back. However, most coaches use the terms interchangeably to mean simply once across the pool. Thus, 4 lengths in a 25 yard pool would be swimming across the pool 4 times, totaling 100 yards. Only non-swimmers call a lap or a length by the technical definition.

**LONG COURSE** - 50- meters length pools. USA Swimming conducts most of its summer competition in long course.

**LSC** – Local Swim Committee, the governing body that govern swimming at the local level. There are 59 LSC's in the country. Our LSC is Pacific Swimming.

**MARSHAL** - Adults who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue. Marshals are typically parent volunteers from the host team and wear an orange reflective vest.

**MASTERS SWIMMING** - A program for swimmers aged 19 and older who wish to continue swimming, but not necessarily at the senior level. Age groups are in five-year increments.

**MEDLEY RELAY** - In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, and butterfly and freestyle order.

**NT** - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before a does not have an official time of record.

**OFFICIAL** - Judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

**OPEN WATER SWIMS** – Swim event conducted in a natural body of water, such as a lake, river or ocean.

**PERSONAL BEST** - Best time a swimmer has achieved so far in a given event.

**PRELIMINARIES (PRELIMS)** - Races in which swimmers qualify for the finals to typically be swum later in the day. Also known as "Trials."

**PROOF OF TIME** - Requirement some meets have to make certain that swimmers have legally met the time standards for that meet. Monetary fines are typically assessed for any failed swim at meets if the entry time can't be proven.



**PSYCH SHEET** - Printed order of events by session with swimmers listed in order, usually fastest to slowest according to their entry times. It does not show heats.

**QSS** – Our official abbreviation for QuickSilver Swimming for use on heat sheets.

**QUALIFYING TIMES** - Published times that must be achieved during a given period in order to enter certain meets.

**REFEREE** - Head official at a meet that makes all final decisions based upon USA Swimming rules.

**SANCTION** – C competitions or time trials must be sanctioned (approved) by USA Swimming (through the Local Swim Committee) for the times swum to count and to be used in other sanctioned meets.

**SCRATCH** - To withdraw from an event (with the forfeit of the entry fee), only to be done by the Coaching Staff.

**SEEDING TIMES** = Time a swimmer uses to enter a meet. This time determines one's heat and lane in the particular event.

**SPORTS BASEMENT** – Located in Sunnyvale; sells swim equipment including fins, kick boards, paddles, mesh bags, tempo trainers, goggles, swim suits, tech suits, etc. Sports Basement gives QSS 10% back of all purchases made by QSS families.

**SWIM OUTLET** – Online swim store that gives QSS 10% back off of all purchases our members make when they sign into our affiliate account.

**SESSION** - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

**SHORT COURSE (SC)** - A pool 25 yards/meters in length. USA Swimming conducts most of its winter competition in short course.

**SPLASH MAGAZINE** - USA Swimming magazine that is mailed bi-monthly. (A benefit of being a member of USA Swimming.)

**SPLIT** - A time taken at an intermediate distance, e.g., a 50-yard time for a 100-yard race

**STARTER** - A Certified Official responsible for starting each event, and being sure that each start is fair for all participants.

**STOPWATCHES** - Watches used to time the swimmers during a competition. When automatic timing equipment is used, watches serve as a back-up method.





**STREAMLINE** - The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as can be.

**STROKE AND TURN JUDGE** - A Certified Official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

**STROKE DRILL** - An exercise involving a portion or part of a stroke, used to improve technique.

**SWIM-OFF** - In a Prelims and Finals (championship) format, a second race after the scheduled event to break a tie between swimmers, in order to determine which swimmer makes it into which finals heat or the order of the alternates.

**TIME STANDARDS** - Certain qualifying times, which have been set up annually by USA Swimming for all events in all levels of meets to ensure that all competitions are reasonably of the same ability in their respective meets. The swimmer's goals should be betterment of his or her time, progressing from the "B" standard to the Nationals.

**TOUCH PAD** - Large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system. Touch Pads are typically bright yellow.

**UNATTACHED** - A registered swimmer who is not attached to a registered USA swim team. If a swimmer changes teams, that swimmer must swim unattached for 120 days from the last day of meet competition representing the former team.

**USA SWIMMING, INC.** - National Governing Body that regulates our sport. All QSS swimmers are registered with USA Swimming and each has been assigned an identification number. This USA Swimming registration expires at the end of each year.

**USA SWIMMING CARD/NUMBER** - A membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The membership number is derived from (1) the swimmer's Birth Date (6 digit format MM/DD/YY), (2) first three letters of the first name, (3) middle initial, and (4) first four letters of the last name.

*For example:* Michael A. Phelps was born September 1, 2001. His USA Swimming number is the following: 090101MicAPhel

**WARM-DOWN** - Low-intensity swimming used by a swimmer after a practice, set or race to rid the body of excess lactic acid, and to gradually reduce the heart rate and respiration.

**WARM-UP** - low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration.