

WESTSIDE AQUATICS PROCEDURES AND POLICIES
PARENT/SWIMMER HANDBOOK

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A. MISSION/VISION STATEMENTS and Core Objectives

Westside Swim Team Mission Statement: Westside Aquatics is a competitive swim team with professional instruction at all levels from beginner to elite. We provide a safe positive environment where success is inevitable at both individual and team levels.

Westside Swim Team Vision Statement: Westside swimmers experience competitive success and emotional satisfaction because we put their happiness first. We empower our swimmers with choices and the ability to make decisions in their own best interest. Happy swimmers are fast. Fast swimmers are happy!

Core Objectives

Build the Base

We seek to expand membership in order to share our team with as many people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

Promote the Team

We want Westside Aquatics to receive as much publicity as possible because we believe that the more people learn about our team the more they will be inclined to join the ranks of our membership. We are proud of our team and we seek to celebrate it whenever possible.

Achieve Sustained Competitive Success

Westside Aquatics is an improving swim team that has bettered its Virtual Club Championship Ranking over the past two years. We seek to continue this tradition until we become the number one team in our area, our LCS, our Zone, and our Nation.

B. TEAM PHILOSOPHY

Westside Swim Team believes in maximizing every swimmer's potential in and out of the pool with the support of the athlete, their teammates, their coaches, and family.

We teach our swimmers that success is not something gained in a single act, but in the pursuit of always seeking a way to improve oneself.

We believe in creating success by helping swimmer's learn the virtues of self-discipline, delayed-gratification, hard work and dedication to technique and effort.

We strive to create physically strong children who grow to be physically healthy adults with an understanding that swimming is a pathway to a healthy life.

We teach swimmers how to be good teammates that share in each other's successes and failures.

We show our swimmers how to value and respect their opponents.

Our coaches continually learn and are instructed in ethics, current training methodology, and training techniques.

We believe that it is the responsibility of the parents to support their swimmer emotionally and financially.

C. Parent Code of Conduct

Westside Aquatics is committed to creating a safe and positive environment for members' physical, emotional, and social development and ensuring that it promotes an environment free of misconduct.

By signing below, I hereby agree that:

1. I will encourage good sportsmanship by my actions, demonstrating positive support for all swimmers, coaches, and officials at every practice and competition.
2. I will place the emotional and physical well being of my child and others ahead of my desire to win.
3. I will encourage my child to swim in a safe and healthy environment by maintaining a respectful and courteous attitude of others.
4. I will promptly inform my child's coach of any physical/mentally disability or challenge affecting my child that may affect the safety of my child or others.
5. I will teach my child that doing his/her best is more important than winning.
6. I will do my best not to ridicule, bully, blame, or yell at my child or other swimmers, coaches, officials or volunteers in response to poor performance or for any other reason.
7. I will do my best to make swimming fun at all times and will remember that my child participates in sports for his/her own enjoyment and satisfaction.
8. I will teach my child to treat others swimmers, coaches, fans, volunteers, officials, and facility staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment or abuse to the appropriate authorities.
9. I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.
10. I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.
11. I will be a positive role model for my child and others.
12. I will demand a swimming environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.
13. I will not assist or condone any athlete's use of a banned substance as described by the International Olympics Committee, USA Swimming, FINA, or United States Olympic Committee, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

14. I will expect my child's coach to be in compliance with all requirements of United States Swimming to continue their education and training through programs offered by USA Swimming, Southern California Swimming, and other credential organizations.
15. I will respect my child's coach and refrain from "side line" coaching my child or other swimmers.
16. I agree to educate myself on proper procedures to follow when establishing or terminating a coaching relationship.
17. I will respect the decisions of officials, their authority and decisions during competitions and teach my child to do the same.
18. I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, and competitions.
19. I will become familiar with the rules of USA Swimming and teach my child accordingly.
20. I will support and respect all swimmers and their right to participate.
21. I Understand that coaching decisions are made for the best interest of each individual, as well as the team, and should therefore be respected and supported.
22. I acknowledge that individual Westside Aquatics competitive philosophies differ; therefore parents should not concern themselves with competing programs and should focus their energy and time on the Westside Aquatics swim team.

Parent Signature _____

Date _____

D. The Ten Commandments For Parents of Athletic Children: Reprinted from *The Young Athlete* by Bill Burgess included in "The Swim Parents Newsletter"

1. Make sure your child knows that, win or lose, scared or heroic, you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

E. Swimmer Code of Conduct

Swimmer's conduct will be consistent with the mission of Westside Aquatics and USA Swimming and will act in the best interest of the sport and those who participate in it.

Any swimmer may be denied membership, placed on probation, or suspended for a definite period of time or expelled from Westside Aquatics if such member violates the provisions of the Swimmers Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct or the Westside Aquatics swimmer Code of Conduct.

The following shall be considered violations of the Swimmer Code of Conduct:

1. Violation of the anti-doping provisions set forth in 303.3 or 303.4 of USA Swimming 2014 Code of Conduct.
2. Discrimination in violation of any part of the USA Swimming Rules and Regulations, or the Amateur Sports Act. Swimmers will not discriminate against any other swimmers, officials, coaches, or administrators on the basis of race, color, religion, age, gender, or national origin.
3. Any sexual conduct, advance or other inappropriate sexually oriented behavior (whether consensual or un-consensual), or any pattern of unwelcome advances or other sexual harassment directed towards an athlete, coach, official, or any other adult participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such adult is a member or not).
4. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
5. The use/or abuse of illegal drugs or alcohol by an athlete.
6. The providing of illegal drugs or alcohol to an athlete by another athlete.
7. Physical abuse of an athlete by another athlete.
8. Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
9. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming-sanctioned competition.
10. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of Westside Aquatics, USA Swimming, Southern California Swimming LSC, or the sport of swimming.

Swimmers will be responsible for their equipment and personal possessions on deck and in the locker room and will clear all personal possessions and trash upon leaving an area.

Swimmers will conduct themselves in an appropriate manner and will abstain from rough housing and horseplay (on the pool deck, in the locker room and in the pool) that might result in personal injury or injury of another.

Swimmers will demonstrate good sportsmanship during practice and competition and will abstain from taunting, profanity and verbal abuse toward any other swimmers, coaches, participants or audience.

Swimmer Signature _____

Date _____

F. SWIMMER REGISTRATION/RENEWAL

1. Current members – All Current members will be automatically renewed and their Team Unify Accounts automatically debited on the 1st of November.
2. New members – Before joining Westside Aquatics all swimmers must supply:
 1. Westside Aquatics Group Placement Form
 2. Westside Aquatics Parent Code of Conduct
 3. Westside Aquatics Swimmer Code of Conduct (for ages 13 and up)
 4. Medical Information Form
 5. Release of Liability Form
 6. Financial Disclosure Form
 7. USA Swimming Registration accompanied with check for fee.
 8. Diving Certification
 9. Proof of Birth Date
 10. Email verification of registration from TeamUnify that is titled “Your password access Westside Aquatics On-Line”
3. Transferred members - Transferred will need to supply all of the same information as a “new member” and USA Swimming Club Transfer Form

G. SWIM GROUPS/PRACTICE GROUPS (Site breakdown, Criteria, schedule, coaches, equipment, expectations,)

Bronze Level (12 and under)

1. Introduction to team, group training environment
2. Develop Interest in swimming through fun and games
3. Learn correct body positions for all 4 strokes
4. Learn proper streamlining for all 4 strokes
5. Learn workout habits
6. Learn and perfect legal turns
7. Learn correct breathing habits for all 4 strokes
8. Develop kick for all 4 strokes
9. Learn drill progression for all 4 strokes

Silver Level (non-high school)

1. Master Stroke Progressions
2. Learn and Perfect IM turns
3. Begin aerobic development
4. Develop underwater kicking ability
5. Develop clock training
6. Develop proper racing tempos
7. Train for the 200 IM

Gold Level (non-high school)

1. Extensive aerobic training
2. Train for and compete in Championship Meets
3. Train for 400 IM

Varsity (13 and up)

1. Develop skills for high school competition and next senior levels
2. Enjoy the sport of swimming
3. Train for 200 IM

PreNational

1. Train for and compete in Championship Meets
2. Develop skills and achievements for the next senior level

National

1. Train for Regional and National Championship Meets

Masters

1. Establish an Aerobic Base
2. Start resistance training
3. Sprint training
4. Fix technique-- teach the stroke progressions/drills
5. Enter OW and Pool meets/races.

H. COMMUNICATION

Website – There is a wealth of information on the Westside Aquatics website.

Email – The Head Coach will send out a monthly email with important updates and announcements. The Group Coaches will send a weekly email to their groups with important updates and announcements.

Meeting and other Important Team Dates

General Meeting: Around the 15th of September (Check all school calendars)

Short Course Age Group Meeting: 1st Monday in October

New Parent Meeting: 1st Monday in October

WEST BRW Meet – November ?

Publish Winter/Spring Schedule – December 1

USA Swimming Registration Renewal – December 1

Publish Summer Schedule – March 1

Long Course Age Group Meeting: 1st Monday in March

New Parent Meeting: 1st Monday in March

Board Evaluation (NP) - March

Board Nominations (NP) - April

Bylaw Review (NP) - May 1

Yearly Membership Fee – August 1

Insurance Review - August 1

Publish Fall Schedule – August 1

Mission Statement Review - August 1

Budget and Developments Presentation - August 1

Communications Plan - August 1

Head Coach Evaluation (NP) - August 1

Evaluation of Programs and Services - August 1

Assistant Coach Reviews - August 31

Accepted Budget - September 1

Strategic Plan - September 1

Communication Protocol (non-conflict and conflict resolution)

WA parents are expected to follow a chain of command when trying to get information or addressing a conflict with WA members and/or WA staff.

1. Bring issue to the attention of Group Coach.
2. If unresolved/unanswered, bring issue to the attention of Head Site Age Group Coach if member is 12 or under, or to the Head Site Coach if member is 13 or up.
3. If unresolved, bring issue to attention of Head Coach.

WA is dedicated to improving the team and resolutions of conflict will always be in favor of the best interest of the team and not individual agendas.

Contact Information - provide info of coaches emails and cell #s

Head Coach - Mike Bechtholdt

Phone number: 661-645-7863

Email address: coachmwb@gmail.com

Santa Monica Head Site Coach – Carl Jones

Phone number: 509-386-1142

Email address: cljcoach@gmail.com

Head Age Group Coach – Iman Khadembashi

Phone number: 310-593-3456

Email address: wsta.coachiman@gmail.com

Palisades Senior Coach – Peter Fishler

Phone number: 310-7731113

Email address: peterfishler@gmail.com

Palisades Senior Assistant Coach – Tim Murphy

Palisades Age Group Coach – Spencer Richards

Phone number: 925-262-3241

Email address: sdrichards9@gmail.com

Santa Monica Senior Coach – Tara Shima

Phone number:

Email address: tshima@xrds.org

Santa Monica Age Group Coach – Dzenan Nalblant

Phone number: 310-922-1270

Email address: dzenan.kapetanovic@gmail.com

Social Media

FB page - Westside Aquatics
Twitter handle - @WSAquatics
Instagram – WESTSIDE_AQUATICS

I. COMPETITION AND MEETS

1. Meet Schedule is posted on main page of our Team Unify Website.
2. Team Uniform – At Meets, swimmers may wear either a blue “W” cap with orange/white lettering to meet or an Orange “Championship Meet” Team cap to all meets. In addition to caps, swimmers should wear the blue team suit to their non-championship competitions and that same suit or a tech suit of their choice to championship meets.
3. MEET ENTRY – WA uses the Team Unify system for entering meets. 4 weeks or more before meet - Members will receive an email letting them know that it is okay to go online and commit to a meet. Parents should enter their swimmers in their events or email a coach with the swimmers entries. It is not WA policy for coaches to enter swimmers in meets/events unless previously asked to do so by a parent in writing and/or via email. WA meet entry deadline will usually be 2 weeks prior to the deadline listed on any meet form.

3 weeks before meet – Coaches will send out an email with entries to all swimmers committed to the meet to check for mistakes.

2 weeks before meet – Entries are sent to meet administration. At this time members are financially responsible for meet entries and filling any assigned volunteer slots. At times, WA will send in meets earlier to guarantee participation in the meet.

1 week before meet – Coaches will send out meet information (entries, arrival times, and timing assignments) when it becomes available

4. Types of meets
 1. Age Group
 1. LASA Novice – for our Bronze Levels
 2. LASA Premier – for our Bronze, Silver, and all 13 and up levels
 3. BRW – for all levels
 4. Team Championships – for swimmers who meet the qualifying standards
 2. Senior
 1. Invites – for any swimmer who meets the qualifying standards (may vary from meet to meet)
 2. Team Championships – for any swimmer who meets the qualifying standards
5. Time Standards – Time Standards change from season to season based on group size, lane availability, pool time availability.
6. Meet preparation procedures and protocols - Swim meets are a great family experience! Listed below are some very 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 specific and as detailed as we possibly could.
If you are at a Heats/Finals meet, make sure to check or listen to final results. If you are listed in finals and don't plan to swim at night (with coaches approval), you need to make sure you scratch your event with the 'Meet Admin' within 30 minutes. This is not the coaches responsibility. Swimmers can be kicked out of meets and fined if they miss a Final Event without scratching.

1. **Before the Meet Starts**

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be emailed to each parent a day or two before the meet.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags, folding chairs and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces or team banners.
3. Have your child find the check-in place and your swimmer will need to check him or herself in. There will be a table set up outside the pool area. Your child's name will be crossed off a list, and they will be given a Sharpie pen to write their race numbers on their hand or forearm. Check for signs posted around the pool area. Workers at the table will help the swimmers check in. If there is any trouble, keep calm, check with the meet manager or come to a coach for assistance. This is done so that the people running the meet know who is actually at the meet. Once "checked in", write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
4. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
5. After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
6. The meet will usually start about 10-15 minutes after warm-ups are over.
7. Parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
8. Meet Mobile – A lot of our meets use Meet Mobile app on smart phones. Meet program are occasionally available. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT".

2. **Meet Starts**

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand after

checking in). He/she may swim right away after warm-up or they may have to wait awhile. Once the meet begins for the day the event numbers will show up on the scoreboard at most pools. If there are any questions as to when your child is swimming please have them come talk to their coaches. Each swimmer should report to a coach for advice at least 3 events prior to their event.

2. As your child's event nears their heat & lane assignments will be posted. Each event is broken down into heats of 8 swimmers (1 per lane) depending on their entry time. Once they have this information they should report it to the coach.
3. After reporting to the coaches, the swimmer will report to their lane and wait for their event/heat to be called. They then swim their race.
3. **After each swim:**
 1. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
 2. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
4. **Things you, as a parent, can do after each swim:**
 1. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
 2. Take him/her back to the towel area and relax.
 3. This is another good time to check out the bathrooms, get a drink or something light to eat.
 4. The swimmer now waits until his/her next event is called and starts the procedure again.
 5. When a swimmer has completed all of his/her events he/she and their parents get to go home. **Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay.** It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue).
5. **What Happens If Your Child has a Disappointing Swim?** - If your child has a poor race and comes out of it feeling bad, talk about the good things. You never talk about the negative things. If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.
6. **What To Take To The Meet**
 1. Most important: Team swim suit and Westside Aquatics swim cap--and goggles (if your swimmer uses them).
 2. Towels-Realize your swimmer will be there awhile, so pack at least two.

3. Something to sit on. Example: camping chairs, sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
4. Sweat suits, warm shoes and socks – staying warm at meets is key!
5. T-shirts: Two or three.
6. Games: travel games, coloring books, books, anything to pass the time.
7. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring
8. Drinks: Hi-C, Fruit juice, Gatorade
9. Snacks: Granola bars, Fun fruits, yogurt, cereal, jello cubes, sandwiches
7. Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other WA parent for help or information. These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.
8. Team Travel

5/27/16 Updated MB

A. VOLUNTEER HOURS/MEET HOSTING

1. There will be a \$25 fee deducted from all members' accounts at the 1st of the month for any BRW meet that the team hosts. This fee will help cover the cost of officials, concession stand start-up, maintenance, etc...
2. Volunteer and Timing assignments & penalty fees – **Once a swimmer is committed to a meet, parents are obligated to volunteer for timing and/or other miscellaneous duties at the meet.** After entries are sent out, WA is obligated to fill a specific number of timing chairs assigned by the meet administration. Failure to time or fill your assigned shift will result in the following fines:
 - 1st offense - \$50 fee deducted from member account
 - 2nd offense- \$100 fee deducted from member account
 - 3rd offense- \$150 fee and suspension from meets for 30 days*Subsequent offenses will result in an additional \$50 fee and additional 30 day suspension per offense.

B. TEAM FEES & Financial policies

1. Team fees/dues/consequences of late or non-payment
 - a. Quarterly dues – Due on the 1st day of each quarter. If not paid by the 10th day of each month, a \$25 fee is issued.
 - b. USA Swimming Membership \$62 – This money goes to USA Swimming. Will be automatically assessed for returning swimmers on October 1.
 - c. Annual Membership dues \$150 – This money goes to the purchase of new equipment used by all levels, coaches' salaries, lane rental, etc...
 - d. Meet host dues \$25 per meet, per family regardless of meet participation.
 - e. Meet participation – Please read previous section on "Volunteer Hours/Meet Hosting"
 - f. Insufficient Funds -
2. Travel Fund

- C. ANTI-BULLYING POLICY – Westside uses the USA Swimming Model
([Click here for a printable version](#))

D. ELECTRONIC COMMUNICATION POLICY– Westside uses the USA Swimming Model Policy ([Click here for printable version](#))

E. SAFETY PROCEDURES

- a. Westside Aquatics rents facilities with preexisting emergency staffs (lifeguards). In most emergencies and/or medical incidents we will defer emergency decision making and care to the facilities' staffs. During an event where any facility's staff, equipment, or capability is insufficient, WA coaches will use the Westside Aquatics Safety Action Plan.
- b. [Concussion Management \(click here for printable version\)](#)

- F. Coach Evaluation by Parent – WA has quarterly evaluations of coaches to be done by parent. Evaluations will be done three time each year in September, January, and May.

DISCIPLINING SWIMMERS

The below protocol is regularly used at Westside Swim. Coaches reserve the right to jump to any step or alternative form of discipline they deem prudent and necessary to correct behavior.

1st time: Warning given to the swimmer by the coach, followed by explanation of proper behavior and next consequence.

2nd time: The swimmer will sit out on deck (where they can still hear the coach) for no longer than 2 minutes, followed up by explanation of proper behavior and next consequence.

3rd time: The swimmer is excused from practice and the coach will contact the swimmer's parents to explain what happened, followed up by explanation of proper behavior and next consequence.

If the behavior is extreme and/or numerous disruptions of practice occur, swimmer may be permanently suspended from practice until a coach/parent meeting takes place where solutions are discussed along with future consequences.

5/20/16 8:3AM