



Machine Parent Handbook
2013-2104 Season

Our Mission

Machine Aquatics strives to make a positive difference in the lives of its team members by promoting good sportsmanship, biomechanically sound techniques, nutrition, healthy lifestyle, balance, commitment, responsibility, love for the sport of swimming and self respect. We are committed to creating an environment where each individual athlete may realize his or her own potential. We believe that the healthiest motivation for a child is the motivation that comes from within, and we endeavor to draw out each child's natural energy, hope and courage, thereby fueling the pursuit of their dreams.

Our Vision

Machine Aquatics strives to be the preeminent year-round swimming club on the East Coast. We seek to be universally recognized as a leader in compassionate coaching and competitive swimming instruction for young people.

Our Values

Our values drive everything that we do at Machine Aquatics. These values are: family, integrity, respect for people, growth, teamwork, education, freedom, individuality and providing peace of mind.

The primary philosophy of Machine Aquatics is respect for everyone, by everyone. It is our goal to provide a safe swimming environment that is free of disrespect, hostility, intimidation, or harassment of any kind. Furthermore, we promote the idea that all swimmers, from 8 & under to Masters, should encourage their teammates to respect each other. In keeping with these primary goals, the Machine Aquatics Staff has developed a policy against harassment of any kind.

Our Coaches

Machine Aquatics brings together a strong and dedicated group of swimming professionals to provide high-quality instruction in a competitive, safe and nurturing environment for our swimmers to grow and improve as athletes and individuals. Our goal each year is to be better in every aspect than we were in the previous year. We expect our team of coaches to strive for greatness.

Information about our coaching staff is available on our website under the "Staff Contacts" tab.

Please respect our coaches while they are on deck with our swimmers. Parents are not allowed on the pool deck during practices. Our coaching staff is available via email for communication with parents. Each coach can be reached at

firstname@machineaquatics.com. Coaches will respond to email within a 24 hour period. If you have immediate concerns, please contact Paris Jacobs, Team Manager, at paris@machineaquatics.com or 703-391-2077.

Our Programs

Machine Aquatics provide a safe, positive and productive instruction environment for all ages and abilities.

STROKE MECHANCS WORKSHOP

Introduction to pre-competitive swimming and training for young developing swimmers. This is a one day a week program designed to introduce the four strokes and bio-mechanically sound technique in a nurturing environment. This program is geared toward 13 & Under swimmers that do not quite desire to train multiple workouts per week.

MICRO MACHINES

Nurturing introduction to training and competition. Swimmers must be able to swim freestyle and backstroke across the pool and be comfortable in the water to enter this group.

AGE GROUP PROGRAM

Designed to develop proper stroke technique, introduce swimmers to training and competition. Swimmers learn to focus & development of competition & training goals, endurance workouts, dryland excercise to promote core stability & bio-mechanics efficiency.

HIGH PERFORMANCE AGE GROUP

Advanced training and aggressive goal setting. The bar is set high and participants are expected to make all scheduled workouts. Swimmers will be required to participate in at least one(1) meet per month and they must have the desire and commitment to train.

SENIOR PREP

Programs designed to prepare swimmers to progress into more advanced Senior groups. May also be used to prepare for High School or Summer League seasons. Stroke development will be emphasized while improving endurance and efficiency. •

SENIOR PROGRAM - NATIONAL PREP AND NATIONAL

Advanced training and aggressive goal setting. The bar is set high and participants are expected to make all scheduled workouts. Swimmers will compete at least once per month and they must have the desire and commitment to train diligently.

HIGH SCHOOL/ SUMMER PREP

This group is designed to prepare for High School or Summer League seasons. Stroke development will be emphasized while improving endurance and efficiency.

Team Contacts

We are always available to our families for questions or concerns.

Our Team Administrator, Alison Galbraith, can be reached at:

Main Telephone: 703-391-2077 ***calls will be returned within 24 hours*

Cell: 571-212-9569

Email: alison@machineaquatics.com

Our Team Co-Owner and Manager, Paris Jacobs, can be reached at:

Office: 703-281-2104

Email: paris@machineaquatics.com

Our Team Head Coach, Dan Jacobs, can be reached at:

Office: 703-281-2104

Email: dan@machineaquatics.com

Team Communications

We send a weekly update during the season to all members of the Machine community. This update includes information about upcoming meets and events, practice changes and cancellations and team news. All registered swimming families should provide at least one email address to Machine.

The complete schedule for the 2013-2014 season is available on the website. The calendar is posted under the "Team Calendar" link on the top navigation banner. Information includes: meets, meet entry deadlines, practice cancellations and team activities.

Please remember to check the website with any questions about upcoming events or changes due to inclement weather. We DO NOT follow the school system closures.

Machine uses one different databases for the administration and management of the team. Registration information, including payment, ongoing team communication and the meet entry system hosted by Active.

Practice Cancellation due to Weather

If the facility of your practice is open and it is not a scheduled Machine Aquatics holiday, practice will be conducted. Due to extreme weather conditions, Machine Aquatics will cancel practice even when the facility is open. The safety of our swimmers and families is our number one priority in cases of extreme weather. If uncertain, please call the main office number (703-391-2077), email the team administrator (alison@machineaquatics.com) or check the website at www.machineaquatics.com for updates.

Meet Entry Procedures

Meet announcements are posted on the Machine Aquatics website under the “Meets” page. Entry deadlines are on Tuesdays at 5:00 pm. All entry deadlines for the season are posted on the “Schedule” page for the season.

To register for a meet, please download and read the meet announcement. The meet announcement will include information about the date, location, events and possible timeline for the meet. Review the meet announcement with your swimmer(s) and select events. Confirm these selections with your swimmer’s coach. Coaches will communicate with you via email or conversation before or after practice about their recommendations for events.

All registrations for meets are done using the Active system. This is the same account than the one you used to register for the team.

Once you have logged into the system, you will need to declare you are participating in the meet. Once you declare for the meet, the meet events will automatically pop up. Click on the events you would like to swim.

**** Remember to hit save or your entry will not be saved in the system.**

Once your entries are in the system the coaches will review them. They will either approve or reject them. If a swimmers events are “rejected” the coach will select another event for the swimmer. The Friday following the entry deadline an Entry Report will be posted on the Machine website. Once entries are submitted to the host team NO changes can be made. Check the Entry Report to make sure that your swimmer is in their events.

A few days before the meet, the host team will post a psych sheet on the PVS website (www.pvswim.org). Machine will also post a copy of the psych sheet on the "Meets" section of our website. Please make sure to check it. It is the swimmers responsibility to check the registration report. If you find an error, please contact Brad Bowser at brad@machineaquatics.com as soon as possible. If you wait until the last minute, no changes can be made.

Officials

As a Potomac Valley Team we are called upon to provide officials and/or timers for all meets that we participate in. We are in need of parents to volunteer to become certified as officials. If you are already a summer official, you may be eligible to take the review course to become a USA Swimming official. Please contact Stewart Gordon at officials@machineaquatics.com.

Volunteers

Parent volunteers will be needed throughout the year. We collect a Volunteer Fee upon registration and all families are requested to volunteer 20 hours per season. When you have reached this commitment, Machine is happy to refund this fee to you.

Machine hosts six meets during our season. Parents are requested to work at these meets if their swimmer is participating. There are several other ways to volunteer within the program. These include: timing at meets, becoming a certified PVS official, helping at social events, fundraising, photography, working meets that Machine Aquatics host, updating bulletin boards, coordinators for travel meets, picnics, awards are just a few ideas are only a few ways to volunteer. If you have a special talent you would like to share, please let us know.

Once you have worked at an event, please email your volunteer hours should be emailed to volunteer@machineaquatics.com with the event name, your role and the hours you worked so that we can have a record of your participation. Please remember to include the name of your swimmer and family name. Once you have made you commitment, the \$75 volunteer fee will be refunded to you. Refund checks are mailed bi-monthly.

Please contact Alison Galbraith (alison@machineaquatics.com) to sign up to help.

Machine Aquatics Apparel

All Machine Aquatics apparel will be available exclusively through SportFair in Arlington and Aardvark Swim & Sport in Chantilly and Rockville. Please contact them with any questions concerning apparel.

All Machine Swimmers are required to have a Machine Team Suit or Aquablade with a Machine Logo. - NO EXCEPTIONS. Championship suits (FSII, FSPro, LZR, etc.) will be permitted to be worn at CHAMPIONSHIP meets ONLY- NO EXCEPTIONS.

Sport Fair
5010 Lee Highway
Arlington, VA 22207
703. 524. 9500

Aardvark Swim
14221-A Willard Road
Chantilly, VA
703.631.6045

831-D Rockville Pike
Rockville, MD 20852
301-309-3660

Safe Sport Policy

Machine Aquatics strictly prohibits, and will not tolerate, harassment of any kind, from any employee, customer, athlete, official or agent toward any other employee, customer, athlete, official or agent from this or any other team. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to, unwelcomed advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature.

Any Swimmer or Parent who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with Machine Aquatics.

Any Employee or Coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.

All reports of misconduct will immediately be turned over to USA Swimming & proper authorities. In addition, Machine Aquatics will thoroughly investigate any reports of harassment/ misconduct in a timely manner.

Reporting Procedure

1) Any swimmer who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach, USA Swimming, his or her parents & proper authorities.

2) Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or USA Swimming & proper authorities

3) Within 24 hours of receiving a report of harassment, Machine Aquatics will immediately contact proper authorities, will contact USA Swimming and in addition we will begin our own investigation of the claim

4) If the reported harassment involves conduct by a swimmer against another swimmer, the parents or guardians of both shall be informed, as quickly as possible, but no more than 48 hours after the coach or owner are made aware of the offensive conduct. If possible, and within the coach's discretion, the swimmers shall be separated by practice location until the investigation of the alleged conduct is complete.

5) If the immediate safety of any athlete, coach, employee, official or agent is in question, the accused will be temporarily suspended from all team functions, including but not limited to practices, meets, meetings, etc.

As required by Federal, Virginia and/or Local Laws, Machine Aquatics may report instances of harassment to Law Enforcement Agencies for further investigation and possible prosecution.

Hiring Practices

Machine Aquatics ownership personally interview all potential Machine Aquatics, LLC employees. All Machine Aquatics coaches must pass a background screening administered by USA Swimming. Machine Aquatics contracts the services of a third party security firm to conduct even more aggressive and thorough screening of all, present and future, employees, contractors and agents. This screening includes, but is not limited to, professional and personal reference checks, criminal background screening and interviews with former clubs and/or swimmers/ parents.

Travel Meet Policies

a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

b. Team managers must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. All participants are expected to know and strictly adhere to all travel & meeting schedules. Being prompt and on time is essential.
- g. Swimmers may not order room service or food from any other source without the coach or chaperones permission.
- h. All incidental charges (long distance phone calls, room service, movies, etc.) will be charged to the swimmers assigned to that room if not paid for prior to departure.
- i. Any damages or thievery incurred by the hotel will be at the expense of swimmers assigned to that room, and further disciplinary action will be taken.
- j. Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and during rest time between prelims and finals.
- k. Cell phone usage
 - i. A time for the utilization of cell phones (this includes texting) will be outlined by the coaching staff or chaperones – calls taking place outside of this time period will result in the removal of the athlete's cell phone.
 - ii. If the coaching staff or chaperones allow cell phones to be kept overnight, phones should be set to silent or alarm only mode so as not to disturb teammates who are rooming with you. Any athlete complaining of being disturbed in the middle of the night by a cell phone will result in the removal of cell phone privileges for the offender. The same policies regarding cell phone usage apply to the use of computers (this includes Facebook, Twitter, Skype, etc.).
- l. Travel vehicles are to be treated with respect and kept neat. Any damages to vehicles will be the responsibility of the parties involved.

- m. Both athletes and non-athlete adult members must respect the privacy of each other in situations such as changing clothes, showering, etc.
- n. All swimmers are expected to strictly adhere to the curfew established by the coaching staff. Curfew extension or permission to leave the room past curfew can only be granted by the coaching staff. Curfew is not enforced if the swimmer is under direct parental control, but compliance with team curfew is desired.
- o. Swimmers must stay in the hotel room assigned to them. Swimmers may not change rooms or roommates without authorization from the Head Coach and/or Head Chaperone.
- p. No athlete will travel when any illness is evident to the athlete's parent or coaching staff.

Understanding USA Swimming

Machine Aquatics is a member of USA Swimming. As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 300,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education. The website for USA Swimming is www.usaswimming.org.

Within USA Swimming, there are four Zones. These are North, South, East and West. Machine is located in the Eastern Zone. The Eastern Zone includes the Local Swimming Committees (LSC) from Maine, New England, Adirondack, Niagara, Allegheny Mountains, Middle Atlantic, Connecticut, Metropolitan, New Jersey, Potomac Valley, Maryland and Virginia. It includes swimmers from Maine, New Hampshire, Vermont, Massachusetts, New York, Connecticut, Rhode Island, Pennsylvania, New Jersey, Maryland, Delaware, Virginia and the District of Columbia. More information about the Eastern Zone can be found at www.easternzoneswimming.org.

Machine Aquatics is a member of the Potomac Valley Swimming (PVS) LSC. Potomac Valley represents the swimming clubs from Maryland, Northern Virginia and the District of Columbia. Machine competes against team from Potomac Valley for the majority of our meets. Additional information about PVS can be found at www.pvswim.org.