

## **Code of Conduct**

In order to conduct our organization in a manner that allows the completion of our mission and goals, it is necessary that all swimmers, staff and parents follow a few simple but needed rules of conduct. Membership with Santa Cruz County Aquatics (CRUZ) is a privilege. Individuals that cannot abide by the following rules will be asked to leave the team.

### **As a Coach:**

I will strive to make each swimmer's aquatic experience one of growth and personal rewards. I will strive to develop a relationship with each swimmer that is based on mutual respect. As a professional, I will continually improve my coaching technique and effectiveness as a leader. I will not use profanity or vulgarity when publicly representing this team. I will not tolerate misconduct or improper behavior by my swimmers. I will strive to create an environment of open communication for swimmers and parents.

### **As a Swimmer:**

Swimming is hard work. I will give it my best effort and full attention as requested by my coach in every training session and when at competition. I will be a proud member of CRUZ. I will support my teammates' efforts at every opportunity. I will lead by example. I will respect and listen attentively to my coaches. I will respect the facilities and building in which I train. I will also respect my fellow swimmers and their personal space and property. All swimmers are required to follow all facility and CRUZ rules. These rules have been set for the safety of all swimmers. Consequences for not following rules will be as follows (the Head Coach reserves the right to take any of the actions below):

1. Coaches will request a change in behavior.
2. Swimmer will get a written warning and parents will be contacted.
3. Swimmer will be suspended or expelled from CRUZ.

### **As a Parent:**

I am committed to the long-term success of this team and I will not sacrifice this goal for personal gain. I will speak positively of our coaches, swimmers and other members. When I have a dispute, I will express my concerns in a positive manner. I will use the Coach and/or the Head Coach to resolve a conflict or I will privately resolve the conflict with the other party. I accept that I will review the team volunteer and fundraising policy posted on team website and provide my time to help this team. I will pay dues and meet fees on time. I accept responsibility for my child and will demand that he/she show respect to other parents, swimmers and the coaches. Parents may speak with coaches by making an appointment, or via phone or email. I agree to remain away from the ends of the pool where class is being conducted and from disrupting the lesson by engaging in communication with swimmers during class.

GENERAL DISCLOSURE STATEMENT  
Santa Cruz County Aquatics (CRUZ)

ARRIVAL/DEPARTURE: When dropping-off and picking-up swimmers from practice,

- please arrive no earlier than 15 minutes before and pick up within 15 minutes after the group training time.
- CRUZ cannot provide monitoring for swimmers past this time. The facilities we use are very delicate and have many areas where safety is of great concern. Monitoring a member who is not swimming means a coaches attention is taken from other swimmers in the water (creating major safety issue).

SHOWERS: members are limited to a 5 minute shower (if showers are available), failure to respect this will result in the loss of shower privileges for the whole team.

AT SIMPKINS: ALL SWIMMING outside our team training must be paid for at the front desk. This includes parents lap swimming or swim team members being in the pool before or after their groups designated training time.

ATTITUDE: All member (swimmers, parents, coaches) are to speak positively of the team, staff, other members, other teams, and facilities. If a member is reported to be violating this policy the situation will be immediately presented to 'the board of review' for investigation and recommendation. Discipline in such situations may include termination of membership marked by dishonorable discharge. Concerns with the club or an individual should be addressed directly and privately with the head coach or club president.

SPEAKING WITH COACH: All conversation with coaches shall be arranged to take place at an appropriate time. During practice there are many safety and effectiveness issues the coach is monitoring at all times. Discussions with parents disrupt focus and jeopardizes effectiveness and safety of the team. Please plan to talk after practice with the coach or email to arrange a private meeting at a more appropriate time.

COACHING: The coaches will do all the coaching. No parent is to coach their swimmer or intervene or provide swimming specific (ie. stroke or strategy) tips with other swimmers. The parent is not a certified swim coach. They do not have the required back ground checks or liability insurance that is mandatory of USA Swimming clubs. Parents main task is to provide support though off deck efforts (hosting meets, fundraising, event assistance).

- All instruction and discipline of any member will be handled directly by the coaching staff (and when necessary a 'board of review').

PARENT INVOLVEMENT: All families in the competitive groups must provide 'Service Hours' and help with CRUZ hosted meets (posted on team website). This may be achieved through the efforts of parents or any family member(must be age 12 &older) responsible to handle the task appointed.

WORKOUTS: Swimmers must be on time to workouts. This means ready at the assigned time. Proper dryland and warm-up procedures relevant to age and ability are extremely important to assure the swimmer avoids injuries. Furthermore, when swimmers are late it disrupts the continuity of the training group and causes a lack of effectiveness for teammates and coaches.

- There is to be no interaction between swimmers with parents/spectators during practice. If this occurs swimmer/parent/spectator will be dismissed from deck. Repeated failure to observe this policy will result in submission to 'board of review'.

- All GROUP APPOINTMENT & ADVANCEMENT are decided by the coaching staff based on skill & performance improvement, commitment, attitude, and family involvement.

#### MEET ATTENDANCE:

- Each swimmer of CRUZ will be required to attend all meets as designated for their current training group as scheduled on the team meet schedule. Not attending meets could possibly result in a loss of placement in the current training group on the team.
- Swimmer events will be recommended at Swimconnection.com, please sign up for all events requested by the coach. The coach recommends swims based on knowing what is a reasonable challenge for each individual swimmer.
- Each swimmer attending a meet, needs to be at the specified pool 15 minutes before warm up time begins. This allows our team to sit together and the coaches to make all adjustments at an appropriate time.
- If you leave the meet early for any reason (before your last swim entered), you must notify the coach at the meet and gain approval before leaving. At most meets there are procedures in place that must be followed or the swimmer may be penalized with removal from the meet and/or fines.
- Relays: please verify if your swimmer is expected on any relays before leaving the meet. Please see "RELAY" below for more info.
- Parents are to remain out of the "coaching zones" at meets. Vast experience demonstrates swimmers have more happy successful results when working directly with their coach to make improvements.

#### Junior Olympic and Far Western Championships:

Our ultimate goal is to be a championship team, with all our competitive level members qualified for these Championships, these meets are the focus of our training in the advanced levels (bronze, silver, gold, comp). All members with qualifying times are expected to attend these meets which occur several times per year. Please read "RELAY" for more info.

RELAY: Are at the discretion of the coaching staff. The staff will make all final decisions on who will be placed on relays.

- For championship meets some members will be invited solely for a relay, even though they have not qualified for individual swims. These members will be notified 2 weeks in advance, they will have 2 days to confirm attendance.
- The Head Coach must be notified at least 2 days prior to the championship, by the member, of an inability to honor participation on the relay. Failure to provide the 2-day-notice will result in a \$50 fee to be billed and paid on the next billing.
- Please be respectful of other teammates who travel to the meet for the relay or who would did not get a chance to be on the relay. Failure to be responsible in this respect effects a lot of people and their time.

EQUIPMENT: All members of the competitive groups (all Juniors & Seniors) must have the following equipment:

- CRUZ Swim Suit
- CRUZ T-shirt
- CRUZ Swim Cap
- Fins - (full length, all one piece rubber construction)
- Goggles
- Mesh Equipment Bag - (to keep gear safely available at poolside)
- CRUZ Parka /SWEATS (optional)
- **Senior Comp ONLY** (in addition to above)
  - Snorkel - (front mount)
  - Fins - "Positive Drive" by Finis
  - Stretch Cordz - For dry land arm work

## Responsible Teammates

### At practice, as a swimmer and a teammate I will:

1. Arrive on time. This means: be on deck, with suit, cap and goggles on, and with all appropriate equipment at the time practice is scheduled to begin.
2. Be considerate of other swimmers during practice. This means: swim on the right side of the lane, start and finish at the wall, use the pace clock to calculate send off times and allow other people in your lane to complete the set without disruption.
3. Give the coach your undivided attention when he/she is speaking. This means: your head is above water, your eyes are on the coach, and your voice is OFF.
4. Return all equipment borrowed from the pool facility to its appropriate storage place at the conclusion of practice.
5. Follow all pool rules at the practice facility. Follow the directions of any Simpkins staff member at the pool. If there is a question, speak to the coach immediately.

### At meets, as a swimmer and teammate I will:

1. Check-in immediately.
2. Arrive early for warm-ups. Give yourself enough time to check in with the coach, locate the team area, purchase any necessary equipment, dress and stretch prior to the scheduled start of warm-ups.
3. Sit with the team in the team area so the coach can find you whenever necessary.
4. Wear a team suit and cap.
5. Wear CRUZ uniform while receiving medals at championship meets.
6. Complete the entire warm-up with the team and under the direction of the coach.
7. Compete in all events for which you are scheduled, both individual and relay events.
8. Speak with the coach both before and after your race.
9. Follow the directions of meet staff and officials, regardless of which team the staff/official represents. If there is a question, consult a CRUZ coach immediately.
10. Have healthy food and liquids (water is best) to maintain energy during the day.
11. Participate in the Team Cheer when appropriate
12. Cheer for teammates when possible.
13. Congratulate other competitors at the completion of the race.

## Responsible Parents and families

This section refers to all adults, family members and other spectators attending CRUZ practices and events. The overall expectation is that all those associated with CRUZ will treat each other with respect.

- **CRUZ maintains a zero-tolerance policy regarding harassment or offensive behavior of any kind.**

### **Parent and family expectations**

#### **Support, praise and encourage your swimmer at every opportunity.**

Notice what your child does well relative to his or her level. For any swimmer, improving times and improving technique are almost always good sources of praise and encouragement.

#### **Avoid criticism.**

If a swim didn't go well, the child is usually painfully aware of it and doesn't need you to say so. If you want to discuss a tough swim, it often helps to start with asking the child how they felt about the swim, and then empathize with their frustration, discouragement or sadness. Remind your child that everyone struggles at times and that you're proud of him or her for "hanging in there" and "doing their best." As a parent **Do your best** to assure that your swimmer(s) arrives at practice and at meets 15 minutes **early**.

#### **Support the team by volunteering.**

Each family is required to perform parent commitment hours. Our team hosts a number of meets each year, typically one every 4 months. Each of these meets involves lots of volunteer opportunities. Parents are also needed at away meets to volunteer as timers and officials. See the list of meet jobs along with brief descriptions found below. There are also year-round jobs such as team merchandising, board members, volunteer coordinators, meet directors, stroke and turn officials, timers, team parents, etc. Contact a board member (names and contact info listed on the CRUZ web site [www.cruzswimming.org](http://www.cruzswimming.org)) if you are interested in one of the year-round positions.

#### **Help out at away and home meets by timing.**

Timers are always needed during away swim meets. All timers are shown exactly what they need to do prior to the start of each session. Timing is an important part of any swim meet. Timers get an excellent view of the action, and it is a good way to meet other parents.

#### **Contribute in a positive way to the team's culture and environment.**

Each member makes daily "deposits" or "withdrawals" to the team's environment with every interaction, communication or action. Successful teams are full of people that get this and strive to improve the team's environment and thus, their child's opportunities and experience as a member of that team.

#### **Be constructive ...if you are unhappy with some aspect of your coach's performance or the team's functioning.**

Constructive solutions include calmly discussing the issue with the coach, or approaching a board member with questions or suggestions. When approached with questions, concerns or constructively phrased suggestions (versus anger), the coaches and board members will do their best to help. Teammates voicing concerns with other members should be encouraged to bring those concerns directly to a coach or the president (or vice president) of the club.

#### **Carefully time your discussions with coaches:**

Please respect the fact that on deck during practice, coaches are attending to the needs of multiple swimmers within multiple training groups. Likewise during a meet, coaches are trying to time swimmers and watch their technique in virtually every heat of the meet. These are NOT good times to talk. When you talk to coaches during these times, you compromise their ability to give coveted individual attention to the swimmers. The 5 minutes just before and just after practice are good times for quick check-ins. During a meet, you might mention briefly that if they get a chance you would like to chat for a second. Then wait patiently for them to let you know they can give you a moment's attention. More involved business should be attended to during office hours or during an individually scheduled appointment.

#### **Avoid talking to your swimmer(s) during practice.**

This is distracting. Parents are expected to maintain the role of "observer," "supporter," and "cheerleader" for swimmers. The coaches have the authority to limit a parent's participation in practice, meets, and other team activities if they feel any parent's actions are detrimental to a swimmer or to the team.

**Quick Reference of important contacts:**

**Chief Executive Officer**

Jim Aumann

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**Head Coach**

Jake Soares

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**CRUZ Board President**

Doug Wood

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**Treasurer (all billing)**

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