

SAVE THE DATE: San Clemente Aquatics Registration for 2018-2019

Friday, August 31 is the last day of the 2017-2018 swim year. All swimmers that want to continue on with us for 2018-2019 must register again during the time frame listed below. This applies to all swimmers regardless of when you registered during the year.

We have three different registration dates depending on your swimmers status as of August 1.

If your swimmer is an active swimmer on August 1, you will register beginning Thursday, August 16 through Tuesday, August 21. During the registration process, you will be charged:

- September Dues (varies depending on your group)
- Annual (per) swimmer fee of \$40
- Southern California Swimming Registration fee (2019) \$68 per swimmer

If your swimmer is a returning SCA swimmer (but inactive as of August 1) or you participated in our 2018 Barracudas/Red Tide Program, you will register beginning Wednesday, August 22 through Monday, August 27. During the registration process, you will be charged:

- September Dues (varies depending on your group)
- Annual (per) swimmer fee of \$40
- Southern California Swimming Registration fee (2019) \$68 per swimmer
- Team Registration: \$100 (per family, not per swimmer)

*Your swimmer will start as of September.

If your swimmer is brand new to SCA, you will register beginning Tuesday, August 28 During the registration process, you will be charged:

- September Dues (varies depending on your group)
- Annual (per) swimmer fee of \$40
- Southern California Swimming Registration fee (2019) \$68 per swimmer
- Team Registration: \$100 (per family, not per swimmer)

*Your swimmer will start as of September.

All registration is on a first come first serve basis. In our Novice Program we have a limited number of spaces in each group and when they are full, you will need to select a different day/time. Please do not ask to be an exception. The day/time you have now is not guaranteed for the 2018-2019 registration. If you need a specific day/time, I urge you to register early. (Active swimmers have priority at registration.)

Your swimmer must be registered for 2018-19 to be able to return to practice beginning September. All accounts without 2018-2019 registrations will be inactivated on September 1.

SCA Board of Directors

TEAM REGISTRATION PACKET 2018-2019 SEASON



Introduction and Team Philosophy	3
Mission Statement.....	3
Team History and Coaching Staff	3
Coaching Staff.....	3
Coaches Responsibilities	3
Group Levels	4
Seasonal Groups:.....	5
Year-Round Groups:	5
Practice and Attendance Responsibilities	7
Facility Safety Policies.....	8
Communication from the Team	8
Communicating with the Coaches	9
Resolving Concerns and Differences with your Swimmer's Coach	9
Team Agreement & Billing Policy:	10
Membership Policy:.....	10
Service Hour Agreement	12
Termination/Withdrawal Notification (also known as inactive).....	14
Practice Schedule for Age Group/Senior Groups	15
Practice Schedule for Novice Program	16
Save the Date!	17
Swim Meet Schedule September 2018-December 2018	18
Swim Equipment List for Groups	19
Swimmer Code of Conduct.....	20
Parent Code of Conduct and Responsibilities	21
Acknowledgment of Receipt of Concussion Information Sheet.....	23
Action Plan of SCA Swimming to Address Bullying.....	24

When you complete your online Registration, you will be asked to acknowledge certain team policies and information.

Introduction and Team Philosophy

The purpose of this handbook is to explain to new members just what San Clemente Aquatics (SCA) is and to outline various team policies. All families should read the handbook so that they may become familiar with important facts and rules of the club.

Mission Statement

San Clemente Aquatics emphasizes quality in coaching and challenging individual training which gives our athletes the opportunity to develop a strong work ethic, life skills as well as athletic ability and a positive attitude to achieve to their highest potential. San Clemente Aquatics is a IM based program (butterfly, backstroke, breast stroke, freestyle) utilizing the latest training methods applied to the developmental stages in a swimmers career.

Core Values:

- Respect our teammates, our coaches, our tradition, ourselves
- Honor our sport and the pursuit of excellence
- Be bold pursue excellence without reservation
- Show grit and overcome setbacks
- Recognize the need to work as a team

Team History and Coaching Staff

San Clemente Aquatics (SCA) was established in 1975 by a group of parents under the name South Coast Aquatics Team (SCAT). The team swam at Ole Hanson Beach Club. Around 2006, the team became known as San Clemente Aquatics Team. In the spring of 2014, SCA moved to the new San Clemente Aquatics Center. SCA has had several Head Coaches in its 45+ years. Coach Goran Westerlund is an ASCA 3 level coach with a significant history of coaching success that can be reviewed at www.scatswim.org.

Coaching Staff

Nothing has a greater influence on the quality of any sport than the excellence of the coach. The SCA staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association (ASCA), have access to the most comprehensive training and certification program for coaches of any sport in the United States. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time a swimmer spend swimming with SCA will be quality time.

Coaches Responsibilities

The coaches' job is to supervise the entire competitive swim program. The SCA coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve themselves to be the best they can be. Therefore, the coaches must be in total control of

matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the SCA coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of the group.
3. The coaching staff will make the final decision concerning which meets SCA swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer will enter.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Before and after each race the coaches will offer instruction regarding the swimmer's performance.
5. The building of a relay team is the sole responsibility of the coaching staff.
6. The Head Coach has the authority to dismiss any swimmer or family member. The Board should be notified of intention to dismiss the swimmer or family member, but may not over-rule the Head Coach.
7. The Head Coach determines policy on parent observation at practice within the USA Swimming established guidelines. The Head Coach has the authority to ask any or all parents to relocate from a practice or competition for behavior deemed disruptive. The Head Coach has the authority to ban any parent or group of parents from any practice or SCA organized activity.

The coaching staff is constantly updating and improving the SCA swimming program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

Group Levels

SCA uses a "progressive" age group program designed to develop the swimmer physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach SCA performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each swimmer is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making training group assignments based on a swimmer's physical, mental, and emotional level of development.

Seasonal Groups:

HS Prep

HS Prep is available to swimmers who are currently in high school and are technically proficient in freestyle and backstroke. Swimmers continue to refine stroke technique for optimal efficiency in all four strokes. Through training, swimmers develop fitness in preparation for their high school team program. The technical and training focus of HS Prep prepares swimmers to race all events at all distances for each competitive stroke and IM. HS Prep swimmers do not participate in swim meets, nor do they have team service hours. In HS Prep swimmers practice four days per week for one hour and the program is offered July-December. For maximum program results, 80% attendance is encouraged. The monthly payment is \$150/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Summer Program: SCA Barracudas

Our summer league runs 6-8 weeks in June and July. Please visit www.scbarracuda.com for more information on our summer league program.

Year-Round Groups:

Mini-Tritons (MT) Novice Level

This is our entry-level foundational group open to swimmers ages five to eight. Instruction is focused on the technical development of all four competitive strokes. The technical and training focus of this group will prepare swimmers to compete in 25 yard distances in free, back and breaststroke, and introduce swimmers to butterfly stroke. MT level swimmers will practice two days per week for thirty minutes. They will be offered participation in one meet every other month in a program of events conducive to developmental readiness. For maximum program results, consistent practice attendance is emphasized with a minimum monthly attendance of 80%. The monthly payment is \$95/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Bronze Group

This foundational group is open to swimmers ages six (6) to ten (10). Instruction is focused on the technical development of all four competitive strokes. As swimmers gain technical proficiency, they will learn competitive racing skills by becoming proficient in racing starts and turns. Fitness development is achieved through interval-based and race-pace training and will be the foundation for future increases in training intensity and volume.

The technical and training focus of this group will prepare swimmers to compete in events for each stroke over 25, 50 yard/meter distances as well as the 100 IM. Bronze level swimmers will practice three days per week for forty-five minutes. They will participate in one meet every other month in a program of events conducive to developmental readiness. For maximum program results, consistent practice attendance is emphasized with a minimum monthly attendance of 70%. The monthly payment is \$100/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Silver 10&Under

At the age group developmental level, this group is open to swimmers ages seven to ten. Instruction is focused on the technical development and refinement of all four competitive strokes with an emphasis on racing skills. Swimmers master racing starts, turns, and underwater kicking. Fitness is developed through interval and race-pace training, providing the base for future training intensity and volume.

The technical and training focus of this group prepares swimmers to compete in IM events as well as events for each stroke competed over 50, 100, and 200 yard/meter distances as well as the 500 freestyle. Silver 10&U swimmers practice four days per week for one hour. They will participate in a full meet program over the course of two days in one meet per month. For maximum program results, 80% attendance is emphasized. The monthly payment is \$110/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Silver 11&O

As an age group developmental group, Silver 11& O is open to swimmers ages eleven to fourteen. Instruction is focused on the technical development and refinement of all four competitive strokes with an emphasis on racing skills. Swimmers master racing starts and turns and develop an understanding of competitive strategies. Fitness is developed through interval and race-pace training with an emphasis on technique. The technical and training focus of this group prepares swimmers to compete in IM events as well as 50 and 100 yard/meter distances for each stroke. Silver 11&O swimmers practice four days per week for one hour. They will participate in one meet per month. Swimmers are encouraged to maintain 75% practice attendance. The monthly payment is \$110/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Gold Group

This advanced age group is open to ten to thirteen-year-old swimmers who have prior training experience and technical proficiency in all four strokes as well as racing starts and turns. Swimmers in this group have achieved a minimum of three (3) Blue Time Standards (for their age). The goal for this group is to achieve higher time standards as well as higher-level competition requiring qualification. Swimmers in this group work to develop more refined technique in all strokes. Fitness is developed through progressively rigorous training techniques. The technical and training focus of this group prepares swimmers to compete in IM events as well as the 50, 100, and 200 yard/meter distances of each stroke and the 500 free. Gold swimmers practice six days per week for one and half hours. Gold swimmers are expected to participate in one meet each month. For maximum program results, 80% attendance is encouraged. The monthly payment is \$165/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

JO Group

This group is open to swimmers ages eleven to fourteen. Instruction is focused on the technical development and refinement of all four competitive strokes while building competitive racing skills. Fitness is developed through increasingly challenging training and race strategy as well as dryland training. The technical and training focus of this group prepares swimmers to compete in IM events as well as 100 and 200 yard/meter distances of each stroke and the 500 and 1,000 free. Workouts for JO Group swimmers are offered six days a week for 1 hour 30 minutes. Swimmers in this group will participate in one meet each month. Swimmers are encouraged to maintain 100% monthly practice attendance. The monthly payment is \$175/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

Senior 1

Senior 1 is available to swimmers who are currently in high school and are technically proficient in all

four strokes, racing starts and turns. The focus of this group is to achieve high-level time standards and competition qualifications. Swimmers continue to refine stroke technique for optimal efficiency in all four strokes. Through rigorous training, swimmers develop fitness in preparation for senior II level swimming or for their high school team program.

The technical and training focus of Senior I prepares swimmers to race all events at all distances in each competitive stroke and IM. Senior I swimmers have no swim meet requirement although they are encouraged to attend meets. Senior I swimmers practice five days per week for one hour. For maximum program results, 80% attendance is encouraged. The monthly payment is \$175/monthly session, but is subject to change. Check the SCA website for the most accurate pricing.

Senior II

The Senior II group is open to swimmers ages thirteen to eighteen who are entering high school. To qualify for this group, swimmers must have demonstrated a strong work ethic through high-level practice attendance and effort, commitment to the SCA program through full participation in competition, and an intrinsic desire to reach the highest level possible in the sport. Senior II group swimmers follow a demanding training program designed to prepare athletes to perform from the Sectional level to national and international level competition as well as to provide the opportunity for participation at the collegiate level. Fitness is developed through progressively demanding volume and intensity with a focus on the correlation between training performance and competition performance. Dryland training develops strength and flexibility to support high-level performance. Workouts for Senior II are offered six days per week for two hours each day with additional morning workouts offered throughout the school year. The training load increases to daily double workouts during holiday and summer school breaks. These swimmers are required to prioritize and participate in all assigned practices, meets, and team events. For maximum program results, 100% attendance is encouraged with a minimum monthly attendance of 90%. The monthly payment is \$210/monthly, but is subject to change. Check the SCA website for the most accurate pricing.

COLLEGIATE GROUP

This group is for swimmers currently swimming at the collegiate level that want to practice with us while home on break. The monthly payment is \$210/monthly session, but is subject to change. Check the SCA website for the most accurate pricing. Current USA Swimming Registration required.

Practice and Attendance Responsibilities

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been designed to provide the best possible practice environment for all.

1. Each group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level to attend practices increases as swimmers move to higher groups.

2. Swimmers should arrive for practice on time and plan to stay the entire practice. The first part of practice is very often the most important and many times this is when the coaches provide swimmers with important announcements and information. In the event that your swimmer

needs to be dismissed early from practice, prior contact from the parent (phone call or email) or a note from the parent for each dismissal is requested.

3. Occasionally, most of the groups may be attending a meet, in which case parents will be notified via the website or email of a practice change or cancellation.

Facility Safety Policies

While in the pool area, swimmers are the responsibility of the coaching staff. To ensure swimmer safety and ensure that swimmers are supervised at all times, SCA has implemented the following policies for all of our swimmers' safety.

1. Swimmers should arrive at the pool no earlier than 15 minutes prior to their designated workout time.
2. Swimmers are to enter the Aquatic Center building and Ole Hanson Beach Club and go directly to the pool area. There should be no loitering or horseplay in the building or locker rooms.
3. During practice sessions, swimmers are never to leave the pool area without coach's permission.
4. Swimmers should be picked up immediately when their practice is over. Swimmers wishing to shower after practice should have a parent or guardian present inside the facility for supervision. Coaches cannot supervise swimmers if the coach has another practice in session, and coaches cannot leave the facility until the last swimmer is picked up. SCA must compensate coaches during this time, and to ensure fairness to all families, specific family accounts will be charged a rate of \$25 for every 15 minutes a parent is late picking up their child.
5. At each pool there is a designated Parent Viewing Area. Parents are not allowed on the pool deck behind the blocks during practice unless it is an emergency. Parents are allowed to observe practice from the designated parent viewing area. Please be considerate and keep conversations at a low volume level when sitting in the bleachers. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer but can also be distracting to the entire team as well as the coach.
6. Swimmers and siblings not participating in a practice session are the parent's responsibility. PLEASE WATCH YOUR CHILDREN. If you have younger children that do not swim, please do not let them run around unsupervised. This includes but is not limited to: running around in the halls, playing in the bathrooms, and climbing on the diving boards. The club has an obligation to act as guests in any facility we rent (both swimmers and families). Every member of the club needs to do everything possible to respect this privilege. Any damages to rental facility property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
7. At the Vista Hermosa Aquatic Center, parking in the loading zone in front of the Aquatic Center is prohibited. Please park in the parking spaces. IF YOUR CHILD IS SITTING ON THE (OUTSIDE) BENCH IN FRONT OF THE POOL, YOU MAY PULL UP AND PICK THEM UP. Please do not park or sit in your car in the loading zone waiting for your children.

Communication from the Team

The team website, www.scatswim.org will be the main source for all team information and communication. Most email communication will be processed through the website, however

occasional notices will be emailed from board members or coaches. Please ensure that the primary email address listed in your family's online account is current and that it is the address you wish to receive team communication, including your monthly invoice.

Communicating with the Coaches

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

Try to keep foremost in your mind that you and the coach have the best interests of your swimmer at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.

Remember that the coach must balance your perspective of what is best for your swimmer with the needs of the team or a training group that can range in size from 6-40 members. On occasion, an individual swimmer's interest may need to be subordinate to the interests of the group. In the long run, the benefits of membership in the group compensate for the occasional short-term inconvenience.

The best way to communicate with the SCA coaching staff is after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending an e-mail is another good way of communicating. There are links to the coaches' email addresses on the "Coaches" page of the team website.

If another parent uses you as a sounding board for complaints about the coach's performance or policies, be empathetic, but please encourage the other parent to SCA directly to the coach. The coach and that parent are the only ones who can resolve the problem.

Resolving Concerns and Differences with your Swimmer's Coach

If your swimmer swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above.

If your swimmer's immediate coach cannot satisfy your concern, then contact the head coach and ask him to join the dialog as a third party. This can be conducted in person or via email. If you need to schedule a meeting with the coaches and it will take more than 5 minutes before/after practice, please contact them to schedule an appointment.

If neither coach has been able to satisfy your concerns, please submit your concerns via email to the SCA Board of Directors president, Mike Johnson at whiteboxinsurance.com. The board president will then take charge of addressing your concerns and will respond to you once the issue has been researched and resolved.

Team Agreement & Billing Policy:

The purpose of this agreement is to set forth the terms and conditions required to become a member of San Clemente Aquatics. SCA Board of Directors has adopted policies that it believes necessary for the effective operation of the program. All individuals and families applying for team participation agree to be bound by these policies, fee schedule, and late charges as they now exist, or as they may be modified in the future. All swimmers are required to register annually with USA Swimming. The benefits with this registration include coverage under a limited, co-benefit, accident and liability insurance policy. NO OTHER INSURANCE IS PROVIDED TO PARTICIPANTS IN THE PROGRAM.

I acknowledge that this organization is run primarily through the involvement and participation of its members. I agree to be bound by the participation requirements established by the Board of Directors and established in the SCA Service Hour Policy. In addition, I consent to and authorize the use and reproduction by San Clemente Aquatics of any photographs and any other audiovisual materials taken of my child for promotional material, educational activities, exhibitions, or for any other use to benefit the program.

Membership Policy:

San Clemente Aquatics is a nonprofit, public benefit corporation. Swim 'Dues' provide the high quality coaching and swim programs necessary to support a year-round swim program.

MONTHLY SWIM DUES:

- Monthly dues cover your workout training and vary depending on group placement.
- All families must use auto-pay for their monthly billing.
- Swimmers will be held out of the pool if these fees are not current.
- Monthly dues are required of all swimmers and will not be prorated based upon attendance. If your swimmer swims one day in any given month, you are responsible for dues for that month.
- Monthly dues are based on the published fee schedule and billed to your credit card/debit card/ACH on the 1st of the month.
- A late fee of \$25.00 will be assessed to those accounts whose payment is declined and not resolved by the 10th of the month.

USA SWIMMING REGISTRATION

- This is a mandatory annual fee of \$68 covering your USA Swimming Membership. USA Swimming is the governing body of amateur swimming and provides insurance for your swimmer.
- NEW SWIMMERS ONLY-This registration form will be emailed to you. Complete the form and bring to the pool on your swimmers first day of practice. All swimmers will be required to show their original birth certificate or passport. (*For returning swimmers, this fee will be charged with the August Registration and electronically submitted to USA Swimming by the Team Administrator. BC/Passport is not required for returning swimmers.*)
- Your swimmer will not be allowed to get in the water until this form is submitted to their coach. *Per USA Swimming regulations.*
- The USA Swimming membership fee covers January through December of the calendar year and is not prorated by USA Swimming.
- Any swimmer not registered with USA Swimming may be denied training with SCA until he/she is current with the registration. Monthly dues are not prorated for time missed because of USA

Swimming non-registration issues.

- If a new swimmer registers with USA Swimming on or after September 1, their registration will be good until December of the following year.

Monthly Dues for Mini-Tritons, Bronze and High School Prep are based on a 12 month billing cycle. Monthly Dues for Silver, Gold, JO, Senior I and Senior II are based on a 10 month billing cycle (September-June).

**** If a swimmer is enrolled in our program continuously from Sept all the way through June, then that swimmer will pay NO DUES for July and August.**

**** If a swimmer starts with us in October, and is enrolled continuously through the end of June, then that swimmer will pay NO DUES for August.**

Groups	1st Swimmer	2nd Swimmer	3rd Swimmer	4th Swimmer
Mini-Triton	\$95	\$85	\$70	FREE
Bronze	\$100	\$90	\$75	FREE
Silver 10 & Under	\$110	\$100	\$85	FREE
Silver 11 & Over	\$110	\$100	\$85	FREE
Gold	\$165	\$155	\$140	FREE
JO	\$175	\$165	\$150	FREE
HS Prep	\$150	\$140	\$125	FREE
Senor I	\$175	\$165	\$140	FREE
Senior II	\$210	\$200	\$185	FREE
Team Registration (1)	\$100	\$0	\$0	\$0
Annual Swimmer Fee*	\$40	\$40	\$40	\$40
SCS Annual Fee	\$68	\$68	\$68	\$68

NEW SWIMMER START DATES: The first month's dues are based on the date of the online registration. If you qualify for half dues it will be credited on the following month's statement.

- Registration completed prior to the 15th = full monthly dues.
- Registration completed on or after the 15th = half monthly dues.

TEAM REGISTRATION/ANNUAL SWIMMER FEE:

- Team Registration fee is \$100 per family. Should your swimmer go inactive and return to the team for any reason other than medical reasons, they must re-register. When re-registering you are charged the Team Registration.
- There is an annual swimmer fee of \$40.00 per swimmer that will be assessed with September Dues or when you first register. The annual swimmer fee is prorated 50% for the swimmers registering between April 1-June 30.

You can view your account balance 24/7 through our website at www.scatwim.org. Once you have signed in, if you click on "my invoices/payments" you can view what charges have been made and the amount that will be charged to your credit card.

Service Hour Agreement

SCA depends heavily on volunteers to run the team successfully. A swim team simply cannot function without the support of swim parents. Our expectation is that each family will make every effort to support our team with their time, talents, and energy. Parental support and involvement is vital to the success and growth of our team. The minimal obligations of all SCA families include the following:

Required Hours: All SCA families with swimmers in the below groups must participate in our service hour program and each family is required to complete a minimum of 18 service hours per swim year. Families joining the team during the year will have their hours prorated at 2 hours per month for each month (September-May) that their swimmer participates. New members joining on or after April 1st are not required to serve any volunteer hours for the current year; they will begin serving upon the new swim calendar year.

Senior II / Senior 1 / JO / Gold / Silver 11& O / Silver 10 & U

There are two (2) mandatory meets that each family is required to work, regardless of whether or not you have met your service hour requirement. Families not fulfilling this requirement will be billed \$50 per meet. Requirement: *Three (3) hours at all SCS hosted swim meets, two meets (2) per swim year. Those meet dates are:

October 13-14, 2018
March 2-3, 2019

*Food donations may only satisfy one (1) hour of your required volunteer hours per meet. If donating food, your remaining two (2) hours must be worked on deck to fulfill the mandatory three (3) hour requirement.

On Deck Hours:

Timing Coordinator: A timing coordinator will be responsible for coordinating all timing chairs at an away meet (or SCA hosted meet), ensuring that timer information is correct (i.e. timer name, swimmer and/or number of service hours), and transmitting this information to the service hours coordinator. The timing coordinator will earn up to two (2) hours based upon the number of timing chairs SCA is assigned. This position will be posted on the SCA website prior to the meet.

SCA Hosted Meets: SCA will host USA Swimming meets every year. SCA will post these events and positions on the SCA website approximately 1-2 weeks prior to the meet and these hours are included in the required service hours.

Off Deck Hours:

Service hours can be earned by supporting SCA social events, chairing committees or events, group parents, fund-raisers and transportation of equipment. Some of these will have guidelines to receive hours. Booster Club meeting do not count towards earning service hours.

Non-SCA Hosted Away Meet Timing Requirements:

All families who have swimmers participating in an away meet (any meet not hosted by SCA) are required to time at those meets without exception. However, timing at away meets is not included in the required service hours. A timing shift will be defined by the length of the meet and predicated on the number of chairs SCA is assigned and number of families attending the meet.

If you sign up for or are assigned to an away meet timing assignment and do not show up for your shift or have not made arrangements for a replacement to fulfill your shift, you will be assessed a penalty fee of \$25 for the first shift and \$50 for every shift thereafter.

For those families who have older swimmers that drive themselves to meets, you are still responsible for away meet timing. It is your responsibility to fulfill your timing obligation either by your swimmer (12 & older) or another family member.

Parents of swimmers in the long distance events (400 IM, 400/500 Free, 800/1000 Free or 1500/1650 Free) are responsible for timing 3 heats of those events in addition to your regular away meet timing obligation. If your swimmer makes it back for a Finals session, you are responsible for timing at least 3 heats during the Finals session.

All families must check in with the timing coordinator before the start of the meet. Any family that decides not to time will be charged \$25 for the first occurrence and \$50 for every occurrence thereafter. A capable person at least 12 years of age other than a parent may satisfy your service obligation, as long as the substitute can competently perform the volunteer task.

Service hours are not suspended for inactive swimmers while participating in their high school season.

Non-compliance: SCA families will be subject to a Non Compliance Fee (NCF) of up to \$450.00 per family if the 18 hour requirement is not met. For each hour worked, the NCF will be reduced by \$25. Families who volunteer at least 18 hours will not be assessed the NCF. Families who have volunteered less than 18 hours will be billed \$25 for each hour less than 18. Late fees will be assessed on any unpaid balance due. Half the minimum hour amount your family is responsible for (9 hours) must be satisfied by February 15th. Hours not worked will be billed to the families on March 1st. If all service hours are completed by July 31, the fees will be removed. The final service hour balance for the season will be invoiced on the August 1 billing.

The intent of this policy is not to raise money, but to emphasize how important it is that we all work together to maintain the high SCA standards and to help more evenly share the volunteer effort required to provide well run meets and activities for our children. We cannot run a meet without adequate parental support. This policy is intended to provide flexibility for families throughout the year to fulfill the minimum 18 hour obligation. Many of our families volunteer extra hours during the year. Those families not doing their fair share during SCA hosted events, critically jeopardize the management and operation of these events and also subject the club to increased membership fees. SCA appreciates your support and involvement.

Termination/Withdrawal Notification (also known as inactive)

If you wish to withdrawal anytime during the swim year, please submit your withdrawal request to our Team Administrator at kymsabins@gmail.com so that we can process it as quickly as possible.

Please note the following:

- Withdrawal requests must be submitted via email and received by SCA **no later than the 20th of your child's final month.**
 - Example: If your child's last month to swim is June, we must receive the withdrawal request no later than June 20th.
- You will be billed for the next billing cycle if this notice is not received **on or before the 20th day of your child's final month**, as per the registration agreement.
- All withdrawals are final. If you change your mind, you must re-enroll, but understand that space may no longer be available in that class.
- To return to the team, you will be required to re-register and pay any associated fees. If your swimmer is inactive longer than 6 months, they may be asked to try-out again.
- Within 24 hours of receiving your Withdrawal Request, you will receive a confirmation email. If you do not receive a confirmation, please resend your email.

High School Swimming Leave of Absence (LOA) Policy: Submit your request via email to Kym (kymabins@gmail.com) before the 20th of the month to avoid being billed for the following month (e.g. submit request on or before January 20 to not receive a February 1 invoice). If a swimmer decides to take a leave of absence to participate in High School Swimming (Jan/Feb-April) and returns to the team by May 15, your swimmer will not need to re-enroll. High School Swimming is the only sport subject to this arrangement. If your swimmer returns after May 15, you will be subject to the regular withdrawal policy and will need to re-enroll. To request a High School Swimming withdrawal, please submit request to our Team Administrator at kymsabins@gmail.com.

Medical Leave of Absence: Submit your request via email to Kym (kymabins@gmail.com). Practice fees will be waived for any illness or injury if the swimmer is absent for one to three calendar months. Please email a copy of the Physicians written order to our [Team Administrator](#). (Physician written verification required for Medical LOA.)

** Your athlete will be placed in the appropriate group based on his/her performance levels at the time of his/her returning to the team. This may not necessarily be the group that the athlete was in when he/she left.

Practice Schedule for Age Group/Senior Groups

at Vista Hermosa Pool

beginning Monday, August 20 , 2018

Group	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday**
Silver 10&Under MWFS	3:30-4:30pm	OFF	3:30-4:30pm	OFF	3:30-4:30pm	9-10am
Silver 10&Under TTHFS	OFF	3:30-4:30pm	OFF	3:30-4:30pm	3:30-4:30pm	9-10am
Silver 11&Older MWFS	4:30-5:30 pm	OFF	4:30-5:30pm	OFF	4:30-5:30pm	10-11am
Silver 11&Older TTHFS	OFF	4:30-5:30pm	OFF	4:30-5:30 pm	4:30-5:30 pm	10-11am
GOLD	5:30-7pm	5:30-7pm	5:30-7pm	5:30-7pm	4-5:30pm	9-10:30am
JO	5:30-7pm	5:30-7pm	5:30-7pm	5:30-7pm	4-5:30pm	9-10:30am
Senior I	5:45-7pm	5:45-7pm	5:45-7pm	5:45-7pm	OFF	9-10am
Senior II	3:30-5:30pm	3:30-5:30pm	3:30-5:30pm	3:30-5:30pm	3:30-5:30pm	9-11am
Dryland	5:45-6:45 pm		5:45-6:45 pm			8-9 am
Morning*	TBD	TBD	TBD	TBD		
HS Prep	6-7pm	6-7pm	6-7pm	6-7pm	NONE	NONE

*Senior Group Morning workouts are seasonal (check with your coach)

**There will be no Saturday workout on September 15, October 13, November 10, December 1.

Silver 10 & Under : Lisa mlempay@cox.net

Silver 11 & Over: Brittany bvocke76@gmail.com

Gold: Brittany bvocke76@gmail.com

JO: Goran fam_westerlund@hotmail.com

Senior I/HS Prep:

Senior II: Goran fam_westerlund@hotmail.com

Practice Schedule for NOVICE PROGRAM

at Ole Hanson Beach Club Pool (2018-2019)

This schedule is year-round and does not change in the summer.

Mini-Triton (Ages 5-8)

Monday/Wednesday Program	Tuesday/Thursday Program
3:30-4:00 pm Mini Tritons #1	3:30-4:00 pm Mini Tritons #2
4:05-4:35 pm Mini Tritons #3	4:05-4:35 pm Mini Tritons #4
4:40-5:10 pm Mini Tritons #5	4:40-5:10 pm Mini Tritons #6
5:15-5:45 pm Mini Tritons #7	5:15-5:45 pm Mini Tritons #8

Stroke Group (Ages 6-10)

Monday/Wednesday/Friday Program	Tuesday/Thursday/Friday Program
MW 3:30-4:15 pm Stroke Group #1; F 3:30-4:15 pm	TTH 3:30-4:15 pm Stroke Group #2; F 4:15-5:00 pm
MW 4:15-5:00 pm Stroke Group #3; F 3:30-4:15 pm	TTH 4:15-5:00 pm Stroke Group #4; F 4:15-5:00 pm
MW 5:00-5:45 pm Stroke Group #5; F 3:30-4:15 pm	TTH 5:00-5:45 pm Stroke Group #6; F 4:15-5:00 pm
MW 5:45-6:30 pm Stroke Group #7; F 3:30-4:15 pm	TTH 5:45-6:30 pm Stroke Group #8; F 4:15-5:00 pm

Program Director: Bert Bergen bbergen@svcschools.org

MT Group Coach: Jess Chene jmchene@pacbell.net

Bronze Group Coaches:

Haley Hokenson haleyhokanson11@yahoo.com

Hannah Maffris hmaffris@gmail.com

Save the Date!

SEPTEMBER 2018:

Team Gear Fitting/Equipment by CAS: Thursday, September 6 from 4-6 pm at Vista Hermosa pool

Team Photo Day: Thursday, September 27 @ 5:00 pm.

Chair: Marie Wilson mjwilson2004@yahoo.com

OCTOBER/NOVEMBER 2018:

SCA Annual Halloween Party: Date TBD

Chair:

DECEMBER 2018/JANUARY 2019:

SCA Holiday Party: Date TBD

Chair: Becky Yamano, byamano@yahoo.com

FEBRUARY/MARCH 2019:

SCA Awards Banquet: Date TBD

Chair: Jay & Jill Burress jillkburrell@yahoo.com

APRIL/MAY 2019:

SCA-A-THON: Date TBD

Chair: Christine Needell jcneedell@aol.com

JUNE/JULY 2019:

NO SWIM PRACTICE (Determined by the City of San Clemente):

Monday, September 4 (Labor Day)

Tuesday, October 30 (OHBC only) City has event, pool closed.

Friday, November 9 (Veteran's Day)

Thursday/Friday, November 22-23 (Thanksgiving)

Monday-Friday, December 10-14

Tuesday, December 25 (Christmas)

Tuesday, January 1 & 2 (New Years Day)

Monday, January 21 (MLK Jr. Day)

Monday, February 18 (President's Day)

Monday, May 27 (Memorial Day)

Thursday, July 4

Swim Meet Schedule September 2018-December 2018

September 15-16 BRW Meet@ EAST

Open to MT, Bronze, Silver, Gold, JO, Senior I & Senior II Groups
Deadline to sign-up is Friday, August 31, 2018

October 13-14 BRW Meet@ SCA (MANDATORY MEET** for Bronze, Silver, Gold, JO, Senior I&II)**

Open to MT, Bronze, Silver, Gold, JO, Senior I & Senior II Groups
Deadline to sign-up is Friday, September 28, 2018.

November 2-4 Kevin Perry Meet@ FAST

Open to any swimmer that qualifies.
Deadline to sign-up is Friday, October 19, 2018

November 10-11 BRW Meet@ TBD

Open to MT, Bronze, Silver, Gold, JO, Senior I & Senior II Groups
Deadline to sign-up is Friday, October 26, 2018.

December 1-3 BRW Meet@ TBD

Open to MT, Bronze, Silver, Gold, JO, Senior I & Senior II Groups
Deadline to sign-up is Friday, November 16, 2018.

December 5-8 Speedo Jr. Nationals@ Austin, TX

Open to any swimmer that qualifies.
Deadline to sign-up is Friday, November 23, 2018
Travel Meet

December 7-9 Winter Age Group Champs (WAG)@TBD

Open to any swimmer that qualifies.
Deadline to sign-up is Friday, November 23, 2018
Travel Meet (maybe?)

December 14-16 CA-NV Sectionals Meet@TBD

Open to any swimmer that qualifies.
Deadline to sign-up is Friday, November 30, 2018
Travel Meet (maybe?)

Notes:

No entries accepted after midnight of the deadline date.
No meet entry refunds for any reason after the deadline date.

Swim Equipment List for Groups

(Team Gear can be ordered from CAS)

Mini-Tritons

Swim cap for girls
Goggles
One-piece suits (girls)/Briefs or Jammers (boys-
No trunks)

Bronze Group

Swim cap for girls
Goggles
Mesh gear bag
Fins (Tritan Swim Fins #BT04)
One-piece suits (girls)/Briefs or Jammers (boys-
No trunks)

Silver 10 &U

Swim cap for girls
Goggles
Mesh gear bag
Fins (Tritan Swim Fins #BT04)

Silver 11& O

Swim cap for girls
Goggles
Mesh gear bag
Fins (Tritan Swim Fins #BT04)

Gold Group

Swim cap for girls
Goggles Mesh gear bag
Fins (Crossblade Training Fins Style #
LFCROSS)

JO Group

Swim cap for girls Goggles
Mesh gear bag
Fins (Crossblade Training Fins Style #
LFCROSS)
Snorkel

Hand Paddles (Ask coach for size.)

HS Prep

Swim cap for girls
Goggles
Mesh gear bag
Fins
Snorkel

Hand Paddles (Ask coach for size.)

SENIOR I

Swim cap for girls
Goggles
Mesh gear bag
Fins
Snorkel
Hand Paddles (Ask coach for size.)

SENIOR II

Swim cap for girls
Goggles
Mesh gear bag
Fins
Snorkel
Hand Paddles (Ask coach for size.)

Write your name on all Equipment

Swimmer Code of Conduct

As a swimmers and members of the SCA Swim Team, I will abide by the following Code of Conduct:

SWIMMER:

Conduct myself with dignity and respect for others and for the property of others.

Be on time for practice, training sessions, and meets.

Comply with all team rules.

As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff members, swimmers are expected to leave the SCA team area in a neat & clean condition at the conclusion of each meet or practice session. This also applies to pool locker/ restrooms, bleacher areas, pool decks, etc.

Practice and teach good sportsmanship.

Promote positive team spirit and morale.

Offer congratulations and encouragement to his/her opponents.

Support his/her teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of SCA spirit.

Follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.

Respect the rights and space requirements of other groups using the swimming facility.

Follow the SCA Code of Conduct at home, as well as out of town events and at any event SCA is represented.

Prohibited Behavior: At no times will the following be accepted:

Use or possession of any illegal substance (i.e., alcohol, drugs, tobacco).

Destructive behavior, including abusive, profane language.

Inappropriate or unruly behavior, including fighting or striking another athlete

Stealing and vandalism.

Bullying, harassment, hazing or isolating another swimmer.

Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all San Clemente Aquatic swimmers during practice, during swim meets, and at events sponsored by or in which SCA Swim Team represents. Disciplinary actions can range from, but are not limited to; reprimands, being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Board and Head Coach deems necessary if a member fails to adhere to the Code in part or in whole.

Parent Code of Conduct and Responsibilities

As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team.

As a Parent of the SCA Swim Team, I will abide by the following Code of Conduct:

Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work. As a parent, I will NOT coach, or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with the coaches on the pool deck. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices. Maintain self-control at all times & know my role. Swimmers - swim, Coaches - coach, Officials - officiate, Parents - parent! Enjoy involvement with the SCA Swim Team by supporting the swimmers, coaches & other parents with positive communications & actions. During a competition, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.

I will direct my concerns first to my son's/ daughter's coach; then, if not satisfied, to the appropriate supervisor/ Head Coach. If still not satisfied, contacting the Board of Directors is appropriate. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, parents &/or any participating swimmer will not be permitted or tolerated. Member email addresses are for swim communication only and not to be used for any other purposes.

PARENT RESPONSIBILITIES:

Parental cooperation is necessary for our club to function. Help is always needed in fundraising, running our home meets, working on committees, supplying food for our concessions, etc. Please volunteer your time willingly! Some specific responsibilities are:

Each family must volunteer their time to help run the home swim meet(s) based on the SCA Service Hour Program. All families swimming at away meets must fill a timing chair (this does not count towards service hours). Get Involved!

I understand and agree to the above terms and conditions of the San Clemente Aquatics Swim Team in exchange for the opportunity for my child(ren), registered with this form, to participate in the activities and swimming program of the San Clemente Aquatics Swim Team. I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Parent Signature Date

Parent Signature Date

Signatures are required for both Parent/ Guardian and Swimmer.

Violations of the Code of Conduct

As part of the SCA commitment to the Code of conduct, the following procedures are in place to resolve grievances regarding the conduct of swimmers and coaches. The procedures are intended to: Place primary responsibility with the SCA coaches to resolve disputes between swimmers and take necessary disciplinary action regarding any violations of the Code.

Provide timely and equitable procedures for the review of the coaches disciplinary decisions and for addressing issues regarding coaches conduct.

Coaches Responsibility

The coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when posing appropriate discipline and that any disciplinary action will take into account (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the swimmer, (3) the adverse effect of the conduct on other swimmers, and (4) the application of the code of Conduct.

Examples of disciplinary action include verbal warning, removal from a practice, notification to the swimmers parents, suspension from some or all SCA activities, up to and including expulsion from SCA. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action, including consultation with both the Head Coach and affected parents in the case of extraordinary disciplinary action. However, the coaches will take any immediate action that is both necessary and appropriate under the circumstances to insure the safety of swimmers.

It is expected that any violations or perceived violations of the Code of Conduct will be reported immediately to the San Clemente Aquatics Swim Club coaches.

Acknowledgment of Receipt of Concussion Information Sheet

Pursuant to California Health and Safety Code §124235, a concussion and head injury information sheet shall be given by each youth sports organization offering an athletic program to each athlete in that program. The information sheet shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian before the athlete initiates practice or competition. The USA Swimming Concussion Information Sheet (three pages) is attached to this acknowledgment.

Please note, the information contained in the Swimming Concussion Information Sheet and this Acknowledgment is not medical advice and is no substitute for it.

I hereby acknowledge that I have received the USA Swimming Concussion Information Sheet (three pages) from _____.
(Name of USA Swimming Team).

I have read and understand its contents.

I also acknowledge that if I have any questions regarding the signs or symptoms of a concussion or other head injuries, the need to seek medical attention and the protocol for returning to daily activities, school and the swimming pool, I will consult with a licensed health care provider.

Athlete's Name	Athlete's Signature	Date
----------------	---------------------	------

Parent or Guardian's Name	Parent or Guardian's Signature	Date
---------------------------	--------------------------------	------

This signed acknowledgment may be returned through an electronic medium, including but not limited to, fax or electronic mail. Please check with your USA Swimming Team representatives regarding contact information.

<https://www.usaswimming.org/docs/default-source/usas-convention/2017-usas-convention/concussion-info-sheet-for-parents-and-swimmers.pdf>

Action Plan of SCA Swimming to Address Bullying

Bullying of any kind is unacceptable at SCA Swimming (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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 the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club 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 (Name of Club) 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 Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club 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:

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.

Source: www.stopbullying.gov – a federal government website managed by the U.S.

Department of Health & Human Services

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.

Source: www.stopbullying.gov – a federal government website managed by the U.S.

Department of Health & Human Services