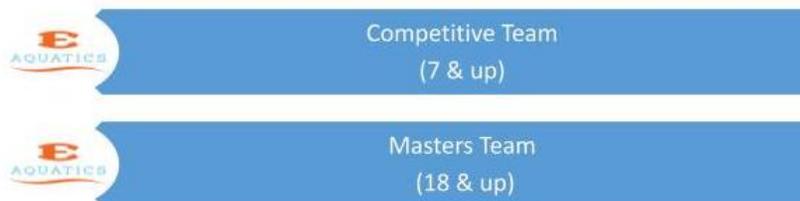


# Welcome to Ensworth Aquatics

Ensworth Aquatics is an ancillary program within the Ensworth School that is committed to the positive development of people of all ages through a range of aquatic programming options. Ensworth Aquatics programs are open to both members of the Ensworth School Community (students, teachers, parents, alumni, faculty, etc.) and to the general public.

Ensworth Aquatics programming includes:



All Ensworth Aquatics programs operate out of the Ensworth Natatorium located at the school's Devon Farm Campus at: 7401 Highway 100 - Nashville, TN 37221. The state of the art facility was opened in January, 2013 and includes:

- A 50-meter by 25-yard competition pool

- A 20 x 40-foot, warm water teaching pool

- Spectator seating for more than 400 people

- Large locker room spaces for the competition pool; separate locker rooms for the teaching pool; family changing room

## About this Handbook

The Team Handbook is a living document that covers all aspects of participation on Ensworth Aquatics' Competitive Team. Like any living document, this Handbook can

and will change over time as new needs arise, as policies require reevaluation, and as the physical makeup of the team evolves.

This Team Handbook is a reference document and is designed to help existing and prospective families understand who this team is, what it means to be a member, what this team envisions being for each of its team members, and what is expected of each team member and their member family.

# Table of Contents

## *Our Community.....5*

- The Ensworth School
- Ensworth Code of Honor
- Appropriate Conduct and Mutual Respect
- Non-Discrimination Policy

## *Our Sport – About Competitive Swimming.....7*

- Governance
- Seasons (Long Course vs. Short Course)
- Competitions & Time Standards

## *Our Team.....9*

- Competitive Team
- Mission / Vision Statement
- Coaching Staff / Contact List
- Joining the Team
- Waiting List
- Joining the Team
- Progression Chart
- Placement in Groups
- Group Structure
- Group Descriptions
  - Stingrays
  - Dolphins
  - Sharks
  - Juniors
  - Marlins
  - Senior 1
  - Senior
- Rights of Swimmers
- Rights of Coaches / Responsibilities of Coaches

## *Fees, Discounts, Membership Termination.....22*

## *Team Uniform, Equipment, Spirit Gear.....25*

## *Swim Meets.....27*

- Entering Meets, Selecting Events, Timeline for Meet Entries
- What to Expect at Meets
- Time Trial and Deck Entry Policy
- Being a TEAM at Meets
- Accommodations / Hotels at Away Meets

*Volunteering with Ensworth Aquatics.....31*  
*Ensworth Natatorium Facility Policies.....32*

- Pick-up and Drop-off
- Facility Rules
- Inclement Weather

*Ensworth Aquatics Policies.....34*

- SafeSport - Minor Athlete Abuse Protection Policy
- Team Travel
- Bullying Policy & Action Plan

# Our Community

## The Ensworth School

Ensworth Aquatics is an ancillary program within the Ensworth School. As a member of the greater Ensworth community, all Ensworth Aquatics programs are driven by the philosophy, Mission and Vision of The Ensworth School.

### Ensworth School Mission Statement

Ensworth is a kindergarten through twelfth grade, coeducational independent school. The School promotes academic excellence and inspires students to be intellectually curious, to use their talents to the fullest, to be people of integrity, and to be contributors to society.

### Ensworth School Vision Statement

We envision a school community dedicated to following the highest principles with the greatest love, as characterized by moral integrity, intellectual vitality, discipline, compassion, humor and joy.

We envision a school where a deep sense of community and belonging pervades all aspects of school life, where all members participate in a broad array of diverse activities both in and out of the classroom, and where collaboration, integration, and tradition thrive.

We envision a school committed to growth and learning for all members of its community, as reflected in communication that is open, honest, and direct, in decision-making that is inclusive, flexible, and efficient, in school governance that is clear and transparent, in practices that honor diversity of mind, and in opportunities for faculty development and innovation as fundamental components of their professional responsibilities.

And we envision a school that reaches beyond itself to its broader community, that embraces service opportunities, and that serves as a leader in the national educational community.

### Diversity, Equity, and Inclusion Statement

In order to realize the goals of our Mission and Vision, Ensworth must actively strive to be a diverse and inclusive community of learners that engages collectively *In Search of Truth*. The presence of different perspectives and life experiences plays a pivotal role in the development of our students, enhancing classroom and extracurricular experiences in meaningful ways. As a school, we are committed to cultivating an environment in which all members of the Ensworth community experience a true sense of belonging and are empowered

to be active participants in the life of the school. These efforts are essential to foster growth of all students in line with their potential, and to equip them for lives of purpose that extend far beyond their time at Ensworth.

## **Code of Conduct & Code of Honor**

As members of the greater Ensworth community, we expect our athletes to adhere to the school's governing code of honor, which states:

*I understand that I am expected to uphold the core beliefs of the school Mission and Vision Statements and to conduct myself in an honest, honorable, and respectful manner, including adhering to all standards established by the high school Disciplinary Code. By choosing to abide by these principles, I will be doing my part to make Ensworth an honest and trusting community.*

Ensworth Aquatics is an extension of the Ensworth school; consequently, we hold our athletes to the same standards of respect, honesty, and honor.

## **Appropriate Conduct, Expectations & Mutual Respect**

As part of the Ensworth community, whether as students, visitors, members of its sponsored programs, or employed by the school as coaches, there are reasonable expectations governing conduct designed to help ensure that all in our community are treated with the respect mentioned prominently in our Values Statement.

We want every person on campus to be afforded the same opportunity to achieve success without bullying, insults, threats, or harassment. We expect our athletes to conduct themselves on and around the Ensworth campus with self-control and respect. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic that are consistent with the values set forth above and which go to the very core of this school and its programs.

Only those participants willing to show respect for their fellow members of our community belong at Ensworth and its programs. All areas of student life, program membership, and behavior are governed by the Honor Code, whose purpose is to provide the growing, maturing individual with on-going developmental experiences leading to and culminating in a firm, secure value system.

## **Non-Discrimination Policy**

Admission and participation in our programs are open to all eligible swimmers who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

# Our Sport -- About Competitive Swimming

## Governance



### USA Swimming

USA Swimming is the national governing body for the sport of swimming in the United States. All Ensworth Aquatics *Competitive Team* and *Competitive Prep Team* members **must** be members of USA Swimming in order to participate in Ensworth Aquatics practices and competitions. All Ensworth Aquatics practices and competitions are subject to USA Swimming's Rules & Regulations, including the USA Swimming Code of Conduct.



### Southeastern Swimming

Ensworth Aquatics is a member of the Southeastern Swimming LSC (Local Swim Committee). Southeastern Swimming (SES) includes teams from Tennessee, Alabama, and Florida.

## Seasons (Long Course vs. Short Course)

Swimming in the United States is typically broken up between two seasons, Long Course (50-Meters) and Short Course (25-Yards). The Short Course season typically runs from August to March, with Long Course from March to August.

Ensworth Aquatics swimmers will train in both 50-Meter and 25-Yard courses, as well as 35-Meter and 15-Meter courses. Competitions will only be held in 50-Meter or 25-Yard courses.

## Competitions and Time Standards

Ensworth Aquatics participates in a variety of competitions each year. Competitions are typically broken down in the following way:

- Intrasquad: A meet with just our team racing each other
- Dual/Tri/Quad Meets: Meets limited to one, two, or three other teams
- Invitational: Meets open to any number of invited teams

Many championship meets use *time standards* to determine qualifiers. These meets include:

- Southeastern Swimming Championships
- Speedo Sectionals
- Futures Championships
- Junior Nationals
- Senior Nationals
- US Open
- Olympic Trials

Time Standards for these meets can be found on either the [Southeastern Swimming](#) or [USA Swimming](#) websites. They will also be listed on our [team website](#) under the Competitive Team menu.



## Competitive Team

The Ensworth Aquatics *competitive team* was founded in March of 2016. Ensworth Aquatics is an Institution-Owned club registered with USA Swimming that serves Middle Tennessee. As a USA Swimming club, Ensworth Aquatics adheres to [USA Swimming's Rules & Regulations](#), including the USA Swimming Code of Conduct.

### Mission Statement

To foster an environment where excellence is inevitable by inspiring members to use their talents to the fullest, to be people of integrity, and to be contributors to society.

### Vision Statement

Ensworth Aquatics aims to be a leader in the holistic development of student-athletes of all ages and ability levels. We believe that excellence is rooted in the following core values: Honesty, Effort, Enthusiasm, Perseverance, and Joy. We envision a team where these core values lead to competitive success at a national level while preparing athletes for collegiate swimming.

### Coaching Staff

The Ensworth Aquatics Coaching Staff is committed to the positive physical and emotional development of young people. We are committed to providing our member families with coaches who care about much more than how fast a child swims, but are more concerned with how well a child develops as a person. Our coaching staff includes former nationally and internationally ranked swimmers; coaches who have overseen the development of top tier nationally ranked athletes of all ages; coaches who have worked at meets up to the Olympic Games; coaches who genuinely care.

## Contact List

<b>Name</b>	<b>Position</b>	<b>Email Address</b>
Christian Bahr	Director of Aquatics, Head Coach	<a href="mailto:bahrc@ensworth.com">bahrc@ensworth.com</a>
Victoria Bahr	Stingray & Dolphins Coach	<a href="mailto:bahrvictoria@gmail.com">bahrvictoria@gmail.com</a>
Chatham Dobbs	Seniors & Sharks Coach	<a href="mailto:chathamdobbs@email.arizona.edu">chathamdobbs@email.arizona.edu</a>
Skyler Findley	Dolphins Coach	<a href="mailto:skyler.findley@gmail.com">skyler.findley@gmail.com</a>
Joe Goeken	Junior & Senior Coach	<a href="mailto:goekenj@ensworth.com">goekenj@ensworth.com</a>
Marla Hastings	Stingrays Coach	<a href="mailto:coachastings@gmail.com">coachastings@gmail.com</a>
Albury Higgs	Stingrays & Dolphins Coach	<a href="mailto:higgsa@ensworth.com">higgsa@ensworth.com</a>
Glenn McCall	Marlins & Senior 1 Coach	<a href="mailto:glenn.w.mccall@gmail.com">glenn.w.mccall@gmail.com</a>
Marli McIntire	Juniors Coach	<a href="mailto:legalswim@gmail.com">legalswim@gmail.com</a>
Chris McPherson	Masters Team Director	<a href="mailto:mcpersonc@ensworth.com">mcpersonc@ensworth.com</a>
Kirstin Oakes	Marlins & Sharks Coach	<a href="mailto:hfa2sto@yahoo.com">hfa2sto@yahoo.com</a>
Cissy Fleet	Team Administrator	<a href="mailto:eaqadmin@ensworth.com">eaqadmin@ensworth.com</a>

## Joining the Team

### **COMPETITIVE TEAM**

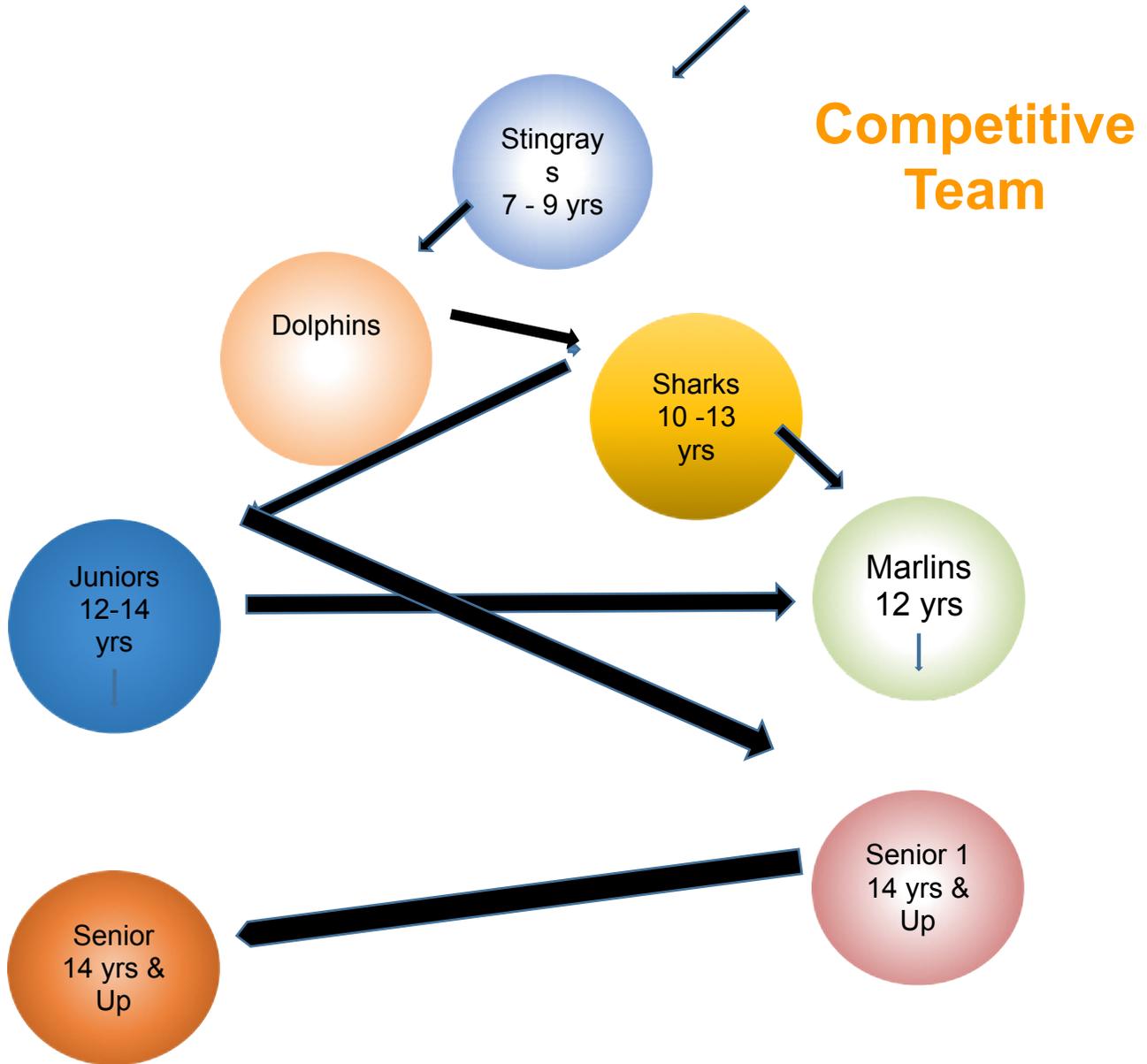
Families interested in joining our Competitive Team must first sign their child up for a Placement Evaluation. Placement Evaluations are made by contacting Team Administrator, Cissy Fleet ([eaqadmin@ensworth.com](mailto:eaqadmin@ensworth.com)) to determine a time that works for the athlete and the coach administering the evaluation. There will always be a block of evaluation opportunities following both the Williamson and Davidson County Summer League Championship Meets.

Once the Evaluation is complete, the family will be informed whether they are invited to register for the team. Registration will take place online. All new athletes must register with USA Swimming following registration with the Competitive Team.

### Waiting List

Placement on the team is subject to available space within a given training group. If no space is available a waiting list will be formed. Athletes on the waiting list will be invited onto the team when spots open up. Families will have 48 hours to sign up their child and pay all related fees or their space will go to the next person in line.

# Ensworth Aquatics - Progression & Structure



## Competitive Team

The Ensworth Aquatics Competitive Team serves children aged 7 & up who are interested in year-round, competitive swimming. Our Competitive Team competes in meets at the local, regional, and national level.

Ensworth Aquatics' Competitive Team offers 7 different levels. Each level within our team is designed to group athletes together to provide the most constructive and

competitive environment for their particular skill level. Our first priority (after safety) is to properly teach skills and reinforce them through consistent, deliberate practice. As athletes build their skills in a nurturing, fun, and positive environment, they will be challenged to take more and more ownership of their swimming as the training demands increase.

Each of the seven groups is designed to provide athletes the most constructive and competitive environment for their skill and age level. The groups are designed considering the following criteria:

- Age and maturity
- Training skill set
- Times in competitions
- Attendance

## Placement into Competitive Team Groups

No matter what objective criteria is used to help determine where to place a swimmer, an athlete's placement into a group will **always** be subject to the coaching staff's discretion. The coaches will place swimmers in the group that the coaches believe will have the greatest benefit and most positive impact on the athlete, as well as on the group as a whole.

Athletes are only permitted to swim in their assigned group **unless** invited to swim with a different group by the coaches. The coaching staff understands that swimmers will miss practice due to other commitments, vacations, etc. Athletes who miss a practice should come to the next available practice of their training group and respect the integrity of other training groups by not requesting to swim with a different group.

Placement within training groups and transitioning from one group to another is always at the coaches' discretion.

## Competitive Team Group Structure

### Stingrays

- 7-9 years old (generally)
- 4 Practices offered per week; 60 to 75 minutes per practice
- Dry-land training twice per week

### Dolphins

- 9-11 years old (generally)
- 5 Practices offered per week; 75 to 90 minutes per practice
- Dry-land training 2-3 times per week

### Sharks

- 10-14 years old (generally)
- 6 Practices offered per week; 105 to 120 minutes per practice
- Dry-land training 3-4 times per week

### Junior

- 12-15 years old (generally)
- 6 Practices offered per week; 120 minutes per practice
- Dry-land training 3-4 times per week

### Marlins

- 12 years old & Up
- 4 Practices offered per week; 75 - 90 minutes per practice

### Senior 1

- 13 years old & Up
- 6 Practices offered per week; 120 - 150 minutes per practice
- Invited to Friday and Saturday practice with Seniors
- Dry-land training 2-3 times per week

### Senior Group

- 14 years old & Up
- 6-9 Practices offered per week; 90-150 minutes per practice
- Dry-land training 3-5 times per week

## Competitive Team Group Descriptions

## Stingrays (7-9 years old)

---

The Stingrays are still very early in their swimming development. Upon entering the group swimmers should:

- Be able to consistently streamline to the flags
- Be legal in all 4 strokes
- Be able to swim multiple 25's or 50's of freestyle and backstroke
- Understand what a flip-turn is
- Be able to kick all 4 strokes legally

The focus with Stingrays is always **how** to swim well and how to have **fun** while doing so. Stingrays will be encouraged to race in practice, whether it is kicking or swimming or on a relay.

Stingrays should swim in meets and are invited and encouraged to race in our 9 & Under Development meets.

**Practice Recommendations:** 2-3 practices per week

## Dolphins (9-11 years old)

---

The Dolphins are a developing group of young swimmers who are very proficient in Freestyle, Backstroke, and Underwater Dolphin, and are gaining strength, power, and coordination in both Butterfly and Breaststroke. Dolphins are always being coached so that mechanics are the priority, while they are being challenged progressively through a season of practices.

Upon entering the **Dolphin** group swimmers should:

- Be legal in all 4 strokes
- Be able to read the clock consistently for send-offs
- Understand at least 1 drill for each of the four strokes
- Be able to flip turn consistently and effectively
- Know how to use Underwater Dolphin
- Be working toward swimming all offered events and distances
- Dolphin swimmers are expected to attend all home meets and are encouraged to attend away meets
- **Practice Recommendations:** 3-4 practices per week

The focus with Dolphins continues to be proper stroke development while building proper and consistent training habits such as breathing patterns on freestyle and butterfly, Underwater Dolphin, racing on finishes, and kicking hard. The Dolphins develop these skills through fun, engaging, thoughtful, and challenging sets. They are learning to set goal times and understanding that consistent work yields the best results.

## Sharks (10-14 years old)

---

Most Sharks will be in Middle School. These swimmers are not only honing their technical proficiency in all of the strokes and Underwater Dolphin, they are also learning to train within multiple energy systems, set long and short term goals, and have fun doing it.

Upon entering the **Shark** group swimmers should:

- Be able to train all four strokes effectively
- Be able to do IM training
- Work independently to maintain stroke technique as training demands increase
- Be active, respectful listeners
- Understand how to use the clock for both send-offs and to get times
- Approach each practice with the intent to demonstrate a willingness to work hard, be respectful, and race
- Be able to understand how to correlate practice performance with meet performance
- Be excited to compete in all offered events for their age group
- Sharks swimmers are expected to attend all home meets and are encouraged to attend away meets
- **Practice Recommendations:** 4-6 practices per week

## Junior (12-15 years old)

---

Junior swimmers are either in Middle School or just beginning High School. The Junior Group will continue to work on stroke development while also training harder in the aerobic energy system on a more consistent basis.

Junior swimmers are working to either prepare themselves for the demands and rigors of the Senior group or transition into our Senior 1 or Marlins groups. Athletes in the Junior group are expected to begin to take personal ownership over their swimming, including setting seasonal goals and relating those goals to expectations in practice.

Upon entering the **Junior** group swimmers should:

- Be the driving force in the family on being at practice on a consistent basis

- Be able to train using different energy systems, understanding what is expected of them depending on the constraints of any given set
- Have a plan for turning goal times at meets into consistent goals during practice
- Be able to train all strokes effectively
- Be working to maximize the effect of Underwater Dolphin kicking into all practices and races
- Junior group members are expected to attend all team meets
- **Practice Recommendations:** 5-6 practices per week

## Marlins (12 years & Up)

---

The Marlins group is designed for athletes who want to swim in high school but 1) for whom swimming may not be their top athletic priority or 2) who may not wish to meet the expectations inherent in training in our Senior or Senior 1 groups.

Athletes in the Marlins group will continue to build on the skills and training base developed at the Junior group level, with shorter practices than the Senior group that are focused on technique, power, and speed. The focus for the Marlins group will be to compete at the highest possible level in the events offered in High School Swimming. Marlins are encouraged to participate in USA Swimming meets, but will not be required to attend them.

Marlins wishing to transition into the Senior or Senior 1 groups will have to demonstrate consistent practice attendance, strong practice performance, and the ability to train well.

Upon entering the **Marlins** group swimmers should:

- Have swum on a competitive team in the past
- Be able to swim all four strokes legally
- Be willing to work hard to improve in all 4 strokes
- **Practice Recommendations:** 2-4 practices per week

## Senior 1 (12 years & Up)

The Senior 1 group is comprised of high school students who are either working towards earning their way into the Senior Group, do not plan on making swimming their primary extra-curricular activity, or do not wish to meet the demands required of athletes in the Senior Group. Senior 1 swimmers must be: Disciplined, willing to train with honesty and integrity, and able to train alongside the Senior Group during weekend practices.

Senior 1 athletes wishing to transition into the Senior Group must attend Friday and Saturday practices, during which all Senior 1 athletes in attendance will train alongside

the Senior Group. This process allows coaches to evaluate Senior 1 athletes and exposes all Senior 1 athletes to the training and expectations of the Senior Group.

---

Athletes interested in training in the Senior 1 group must:

- Be able to effectively train all four strokes
- Be able and willing to train all distances and energy systems
- Commit to swimming in all home meets
- Be willing to travel to away meets
- Demonstrate discipline through being on time, being detail oriented in training, and always being prepared for the challenges of the day
- Practice recommendations: 3-6 practices per week\*

\*An athlete's attendance will be taken into account when considering transition from Senior 1 to Senior

## Senior (14 years & Up)

---

The Senior group is the top group at Ensworth Aquatics. Senior swimmers should be committed to swimming as their top athletic priority. Senior level swimmers must be disciplined enough to prioritize their academics and athletics effectively to be successful at each without having to sacrifice either.

The Senior group *may* be split into two groups depending on the make-up of the group during any given season and the number of coaches available to the group. Any split of the group would still follow the same practice schedule.

Athletes interested in training with the Senior group must:

- Be committed to participate in all scheduled practices and competitions. Athletes are responsible for communicating with their coaches prior to missed practices.
- Be able to add to the overall success of the group through commitment, positive attitude, willingness to work hard, and support of teammates
- Be realistically working to achieve either Sectional, Futures, Junior National, or National time standards
- Be consistently on time for practice
- Be able to specialize in events as they get older while being willing to train all energy systems and distances during any given season
- **Practice Recommendations:** All scheduled practices

### A NOTE ON MORNING PRACTICE and DOUBLES

There will be times during the school year, holidays, and summer when athletes will be expected to participate in two practices a day. Athletes in the Senior group will be

responsible for communicating with coaches about their individual expectations regarding morning practices. Athletes will also be responsible for living up to their individual expectations with regards to morning practices.

## Rights of Swimmers

Swimmers have a right to:

- Be treated with respect and to be free of verbal or physical abuse from a coach or another swimmer.
- Expect that his or her coach, after being made aware of a limiting physical condition, will not ask the swimmer to perform or train in a manner that the coach knows will be harmful to the swimmer.
- Expect that all practices, both in and out of the water, will be conducted in a safe manner so that the swimmer will not be exposed to unnecessary risk.
- Know that his or her coach cares about them as a person/individual as well as an athlete.
- Be positively encouraged to do better, to be congratulated on a good performance, and to be criticized constructively when improvement is needed and attainable.
- Expect practice to be challenging and that, overall, competitive will be rewarding.
- Set his or her own swimming goals with his or her coach, and to change these goals as circumstances arise.

## Rights of Coaches

- Each coach is a professional and has a right to be treated with respect by all swimmers, parents, and other coaches.
- Each coach has a right to expect the full support of all Ensworth Aquatics parents.
- Each coach has a right to establish training programs, which are safe and will meet the needs and goals of the swimmer, head coach, and Ensworth Aquatics.
- Each coach has a right to be free from unnecessary interruption from parents during practice times, training sessions, or meets.
- Each coach has a right to be compensated fairly for his or her services considering the financial abilities of Ensworth Aquatics.
- Each coach has a life, job, and family away from Ensworth Aquatics. Please be respectful of their time away from the pool by limiting calls and texts.

## Responsibilities of Coaches

Coaches are expected to supervise the entire competitive swim program. The Ensworth Aquatics coaching staff is dedicated to providing a program for young athletes that will enable them to learn the value of striving to improve themselves. Therefore, the coaches must be in total control in matters affecting training and competition.

- 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, their coach will facilitate his or her transition into a more challenging training group. This process is at the sole discretion of the group coaches and head coach.
- Sole responsibility for stroke instruction and the training regimen rests with the Ensworth Aquatics coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which competitions Ensworth Aquatics swimmers may attend. The coaching staff also makes the final decision concerning which events swimmer can enter.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance.)
- The building of a relay team is the sole responsibility of the coaching staff.
- Each coach has a responsibility to constantly be aware of the swimmers' safety and wellbeing.
- Each coach has a responsibility to be a positive role model for the swimmers.
- Each coach has a responsibility to be a technical expert on the sport of swimming.
- Each coach has a responsibility to help construct a vision for the athlete of what is possible in the sport of swimming and the path each swimmer will need to follow to achieve that goal.

The coaching staff is constantly evaluating and considering ways of improving Ensworth Aquatics. It is the swimmers' and parents' responsibility to trust and make the most out of the excellent opportunity this program provides for success in swimming.

# Registration Fees, Training Fees, Meet Fees

## Registration Fee

Ensworth Aquatics has an annual registration fee for all families of \$200 for the first child, \$150 for the second, and \$100 for each additional child. This fee must be paid prior to any athlete joining the team. The fee will not be prorated. The fee goes to cover:

- USA Swimming Registration
- Team Cap (latex only)
- Team T-Shirt
- Equipment Needs for the Team

## Training Fees for 2021-22

Training fees for the Competitive Team are as follows:

<b>Stingrays:</b>	<b>\$118.30 per month</b>
<b>Dolphins:</b>	<b>\$140.57 per month</b>
<b>Sharks:</b>	<b>\$163.22 per month</b>
<b>Junior:</b>	<b>\$174.46 per month</b>
<b>Marlins</b>	<b>\$142.06 per month</b>
<b>Senior 1</b>	<b>\$180.30 per month</b>
<b>Senior:</b>	<b>\$191.23 per month</b>

Training Fees are billed monthly from Sept. 1 through July 1. Training Fees are not billed in August. Monthly practice fees will not be prorated. All families must set up Auto-Pay through the Team Unify website. Families will be given the option to use a credit card or ACH cash transfer to pay training fees.

*Training Fees may increase annually to keep up with inflation.*

## Family Discount & Late Fees

Ensworth Aquatics offers a 10% sibling discount for each additional sibling on the team. The sibling discount will always calculate the highest priced group price as the full price paid, with a 10% discount to each additional group price.

A late fee of \$10 will be automatically be assessed to all past due accounts on the 21st of each month.

## Meet Fees

Meet Fees are always detailed on the Meet Invitation, which can be found on the host team's website and on our Meet Page for each particular meet. Meet Fees entail:

- **Event Fee:** The cost to swim each event (typically \$4-\$8 per event)
- **Facility/Athlete Surcharge:** A surcharge to cover the cost of utilizing the facility for the meet (typically \$15-\$20 per athlete)
- **SES Surcharge:** A fee that goes to Southeastern Swimming (\$4)

All Meet Fees will be billed to accounts following the conclusion of the swim meet. All families entered into away meets will be billed for attending those meets regardless of whether or not their child swims. Families will also be billed for any scratched events at away meets. Ensworth Aquatics pays all away meet fees up front and will not be responsible for covering fees for any athlete who elects either to not attend an away meet or not participate in all events.

## Swim Caps

Ensworth Aquatics works to maintain an inventory of swim caps. Latex swim caps cost \$6 each. Silicone caps cost \$12 each. Dome caps (\$30) will be ordered periodically for families who wish to buy them. Athletes who need a new cap at practice or at a meet will have that cap billed to their family account. Custom caps orders (with swimmer last name) will be available twice a year.

## Membership Termination

Ensworth Aquatics operates on a month-to-month membership. Once registered, you remain automatically registered from one month to the next until the end of August. During that time, if you find that you want to leave the club it is your responsibility to notify the club of your intended departure prior to the 15th of the current month via the [Membership Termination Request](#). Any notification after the 15th of the month will result with you being billed monthly dues for the following month as well. Ensworth Aquatics will suspend your membership effective the 1st day of the month following the last month that you were billed. From that point forward your club membership will be categorized as “suspended,” and we will remove your contact information from our communications distribution lists. In addition, you will not be invoiced or billed any further.

### Steps Terminate Membership

1. Complete the [Membership Termination Request](#) form.
2. Please follow up on your form to be sure it has been received and processed.
3. You must notify the club by the 15th of the month prior to the month you plan to leave to avoid invoicing for the following month.

## Membership Reinstatement

Swimmers who have left the club for any reason with the exception of joining another USA Swimming Club in the Southeastern Swimming LSC, may return at any time providing there are openings in the appropriate practice groups. Swimmers who are attempting to return to the club after leaving to join another USA Swimming Club must meet with the head coach and will be allowed on the team solely at the head coach's discretion.

## Leave of Absence

Dues will be payable through the end of the last month in which the swimmer participated regardless of the number of days the swimmer practiced in that month. There will be no prorating. The month of return will be payable in full regardless of the number of days the swimmer is in the water that month.

## Suspension of Account

Families requesting a suspension of their account during the summer will be required to have their athlete evaluated prior to the following short course season. No priority will be given to former members. Priority will always be given whichever new swimmers can help to create the best possible training group.

# Team Uniform, Equipment, Spirit Gear

---

## Team Uniform

Ensworth Aquatics is sponsored by Arena. At practice, swimmers are required to wear an Ensworth Aquatics cap. At meets, swimmers are required to wear an Ensworth Aquatics cap and the official team suit. At certain meets, swimmers may wear a tech suit, but swimmers should discuss with their coach before the meet session. *USA Swimming has banned the use of technical suits for swimmers 12 years and younger effective September 1, 2020. Exception is made for 12 & Unders participating at Sectional, Futures, National level and top tier meets. Please refer to USA Swimming for further information.*

At the start of the short course season (August or September), our team vendor, All American Swim store, will come to our facility for suit sizing and to take orders for warm ups, bags, and equipment. Information regarding this event will be communicated through our team website and our newsletter. Items are available for purchase through All American Swim Store, which can be accessed by clicking [Team Gear link](#) under the Competitive Team menu.

All athletes should have at least one Charcoal, Black, and Orange Ensworth Aquatics t-shirt. Spiritwear will be available for purchase in the concession stand during home meets and periodic online flash sales.

## Team Equipment

It is mandatory that all members of the team put their name on each piece of equipment and Ensworth Aquatics apparel.

Each Ensworth Aquatics group utilizes training equipment. All athletes are expected to have the appropriate equipment with them at practice at ALL TIMES. It is the athlete's responsibility to ensure that they have all required equipment at practice. Ensworth Aquatics athletes **cannot** borrow equipment purchased for Ensworth High School fitness classes.

Ensworth Aquatics utilizes All American Swim Store for equipment needs. All required equipment can be purchased through the online team store or their shop located at 5006 Thoroughbred Lane, Brentwood. Please advise the employee you are with Ensworth Aquatics to receive discounted prices.

<b>Group</b>	<b>Required Equipment</b>
Stingrays	Cap, Goggles, Fins
Dolphins	Cap, Goggles, Fins, Snorkel, Mesh Bag, and Athletic Shoes for Dryland
Sharks	Cap, Paddles, and Pull Buoy, Goggles, Fins, Snorkel, Mesh Bag, and Athletic Shoes for Dryland
Junior	Cap, Paddles, and Pull Buoy, Goggles, Fins, Snorkel, Mesh Bag, and Athletic Shoes for Dryland
Senior 1 & Senior	Cap, Paddles, and Pull Buoy, Goggles, Fins, Snorkel, Mesh Bag, and Athletic Shoes for Dryland
Marlins	Cap, Paddles, and Pull Buoy, Goggles, Fins, Snorkel(opt.), Mesh Bag, and Athletic Shoes for Dryland

Dolphins and up are encouraged to purchase a mesh bag for their swim equipment, which they can store at our facility.

## Spirit Gear

Ensworth Aquatics team t-shirts will come in three colors: Charcoal, Orange, and Black. Parents are highly encouraged to purchase team shirts for themselves as well as for their athletes. Annually, a team shirt is provided to all swimmers. Championship t-shirts will also be provided for athletes competing in championship meets.

Parents are also able to support the team by buying Spirit Gear through online flash sales that will be offered periodically through the competitive swimming year and from the concession stand during home meets.

# Swim Meets

---

## Entering Meets

Ensworth Aquatics utilizes the Team Unify platform for entering into swim meets. All member families will have a [Team Unify account](#) with which they will be able to commit to attend a swim meet. Families will be able to get to the meet either from the homepage of the website ([www.ensworthaquatics.com](http://www.ensworthaquatics.com)) by clicking on the meet in the upcoming events box towards the bottom of the screen or by clicking the Meets and Events tab on the right side of the screen. Parents can also utilize the [OnDeck app](#) (available in the App Store and on Android) to enter into meets.

## Selecting Events

The Coaching Staff will typically allow families to select events for swim meets through Team Unify. However, ***final approval will always be left to the athlete's coach, and the coaches always maintain discretion to edit, amend, or add events to an athlete's schedule.***

The coaches who work with the athletes have the best understanding of what a child should swim or needs to swim in any given competition. Parents are welcome to ask coaches about an event choice but we ask that parents always support the coaches' decision to their athlete(s).

Coaches will also select events for athletes who do not choose their own.

## Timeline for Entering into Meets

Parents will be given a deadline for entering into meets. The deadline will be communicated via email and will also be listed in our Newsletter and published through various social media venues (OnDeck, Facebook, Instagram). Coaches will provide athletes with reminders to register for meets during practice. It is the athlete's and parents' responsibility to ensure that they either commit to participating in a meet or decline to participate prior to the deadline.

Below is an example of how the meet entry process will work:

- Parents/athletes notified of deadline to commit and choose events
- Once deadline passes, coaches review and edit entries
- Coaches will either email entries to families for review or review with athletes at practice
- Coaches submit entries to host team

Meet entry deadlines for away meets will typically be 2-3 weeks prior to the start of the meet. Entry deadlines for home meets will typically be two weeks prior to the start of the meet.

## What to Expect at Meets

Swim meets can be very large events. For many new families they can be overwhelming. Here are a few things to know about meets:

### Sessions

Many meets are divided into sessions. This often depends on the type of meet it is and how many athletes are entered into the meet. Sessions are often divided by ages, such as a 13 & Over session and a 12 & Under Session.

### Warm-up

Each session will have a warm-up time. It is imperative that athletes are early for warm-up unless they are told to come late by their coach. Many meets will have *open warm-ups*. This means that every lane in the warm-up is open to anyone who chooses to use it. Some meets will have *assigned warm-up* lanes and times, meaning teams are provided a certain number of lanes to use at a particular time.

Warm-up will often feature a time called *controlled* warm-up. This designates several lanes to be used for Pace Lanes and several to be used for Start Lanes.

### Officials and Volunteers

USA Swimming meets are run by volunteers. Many are parents of current swimmers while others no longer have children in the sport, but they still want to help out.

Volunteers can be:

- Timers: People behind the blocks recording times
- Stroke & Turn Judges: Officials in white shirts determining whether strokes and turns are being done legally
- Referee: The official in a white shirt who blows the whistle at the start of each race
- Starter: The official in a white shirt who starts each race
- Meet Director: The person charged with organizing and administering the meet
- Meet Entry Chairperson: The person who coordinates and consolidates all meet entries and often creates Timelines, Psych Sheets, and Heat Sheets
- Computer Operators: People who run either the Hy-Tek computer or the Colorado Timing System computer that shows the events, names, times, and places on the scoreboard.

### Psych Sheet

A psych sheet is a document listing all of the entries in each event. The psych sheet does not include lane assignments. It will show the fastest entry first in each event and organize entries by fastest to slowest.

### Timeline

A timeline is a document that approximates when each event will begin and provided an approximation of how long the meet will last.

## Heat Sheet

A heat sheet lists all of the events within a meet along with heat numbers and lane assignments. This is when you find out exactly when and where an athlete will swim. When looking at the Heat Sheet, it is important to know three things:

- Event Number
- Heat Number
- Lane Number

This information is typically on display on the scoreboard at the pool where the competition is being held. Athletes should be behind the blocks at least TWO HEATS prior to the heat in which they swim. For example, if an athlete is swimming in Heat 8, she/he should be behind the blocks no later than heat 6.

## Time Trial and Deck Entry

The meet committee and coaching staff go to great lengths to ensure that the athlete has a positive experience at a swim meet, whether it is at home or away. In order to run successful meets in a short time frame, following the policies and procedures to sign up for a competition and entering the appropriate events prior to the meet's deadline is crucial.

While we understand that there are unforeseen circumstances, Deck entries at swim meets are at the host team and coach's discretion and are a last resort in an emergency situation. Deck entries are subject to lane availability only, meaning your athlete may have limited, if any opportunity, to swim

Throughout the season the coaching staff gets many requests to do time trials to qualify for a higher level of competition. **All time trials will be at the discretion of the meet referee and coaching staff.** An athlete must fully take advantage of the opportunities within the team's scheduled meets and prior competitions in order to be considered for a time trial request. All time trial requests should be communicated by the athlete to their coach. If the time trial is approved, the athlete will be notified and payment for such must be submitted at the time of the request.

## Being a TEAM at Meets

Ensworth Aquatics' team will typically sit together at swim meets. All athletes who are 12 and older are expected to sit with the team unless seating at the pool prohibits sitting together. Athletes 11 and younger have the option of sitting with their parents.

Ensworth Aquatics athletes should always be representing their team at meets in terms of how they are dressed, how they compete, and how they behave. Please keep in mind the following:

- Meet t-shirts will be put out in the newsletter and on the website for each day of a meet. All athletes must be wearing the appropriate meet t-shirt during the meet.
- Athletes must compete in team suits and team caps. Athletes wishing to wear a different suit should first speak with their coach.
- Athletes should always be wearing Ensworth Aquatics gear, from warm-ups to sweat shirts to long sleeve shirts. Being a team first means LOOKING LIKE A TEAM.
- Athletes are expected to all take part in the team cheer prior to the beginning of a meet session.
- Athletes have three responsibilities at a meet: Prepare for races (warm-up and warm-down); Compete with pride during races; Cheer for teammates when not racing
- While swim meets are long and it is natural and understandable for swimmers to pass the time with personal electronic devices (phones, iPads, etc.), athletes are strongly discouraged from becoming separated from the meet through electronics. These devices should be used to prepare, as best as possible, to compete hard (such as listening to a pump-up song, etc.).

## Accommodations at Away Meets

Whenever possible, Ensworth Aquatics will work to secure blocks of rooms at a Team Hotel for away meets. This is an extra service provided on behalf of our families, however it is each family's responsibility to secure a hotel room in a timely manner. It is preferred that our team all use the same hotel, but it is understandable that families will seek out the most affordable accommodations possible.

Information about Team Hotels will be on the meet landing page for that particular competition on our website. The information will also be shared in the newsletter.

# Volunteering with Ensworth Aquatics

---

Each family's participation with Ensworth Aquatics extends beyond bringing children to practice, paying fees, and bringing them to swim meets. **Every Ensworth Aquatics family is expected to fulfill their team support obligations in some capacity to help host home swim meets.**

Unlike the majority of teams, Ensworth Aquatics **DOES NOT** charge fees for unfulfilled support hours. This practice of not charging can only continue if all families are consistently invested in helping to facilitate the running of home swim meets.

Home meets do several vital things for our team:

- Provide competition for your children
- Create positive exposure for our club
- Generate revenue

Swim meets are complicated endeavors entailing many moving parts. They cannot function without volunteers. All Ensworth Aquatics families should view meet support as a part of their contract with this club. Families will be able to help in a myriad of ways:

- **Hospitality:** Helping to coordinate food and drinks in our hospitality area and on deck so that officials, volunteers, and coaches are well fed and never thirsty
- **Marshalls:** Helping to direct people in the facility and providing an extra layer of safety for all athletes, parents, officials, etc.
- **Timers:** Timing each race. This is an EASY job. ANYONE can do it! It is vital we have enough timers
- **Officials:** Each family should have someone in the household learning to become an official. Officials can be a Starter, Referee, Stroke and Turn Judge
- **Computer Operator:** Our electronic timing system requires a number of individuals to work to operate it. There are two primary types of Computer Operators during a meet:
  - o **Colorado Operator:** Running the Colorado Timing System
  - o **Hy-Tek Operator:** Running the Hy-Tek Meet Manager program on the computer. There are typically two to three Hy-Tek Operators during any meet
- **Meet Support Coordinator:** This person works closely with the Meet Director and sets up the position signups for each meet, makes sure all positions are staffed during the meet.
- **Meet Entry Chairperson:** This person coordinates all meet entries with Hy-Tek Meet Manager and creates Timelines, Psych Sheets, and Heat Sheets
- **Meet Director:** The Meet Director is in charge of overseeing all aspects of running a meet.

All meets are run to benefit the athletes on our team. It is imperative that all families become involved in supporting our meets.

# Ensworth Natatorium Facility Policies

---

## **Athlete Pick Up and Drop Off Policy**

Parents are welcome to stay and watch practice, or drop off and run errands, etc. We have an open practice policy, but we do not require that you stay with your athletes during that time. For parents that drop off and pick up, we ask that you be prompt in picking up your athlete upon the completion of practice. Please note that by doing so, coaches are not responsible for the athletes before and after practice.

Please be aware that Ensworth locks automatically 15 minutes following the last practice. If your swimmer is one of the last groups in the facility, we ask that you encourage them to shower and dress in a timely manner. Please be mindful of this and be at the facility to pick up your swimmer within 15 minutes of the end of practice.

## **Facility Entry/Exit Policies**

Please use only the doors designated for entrance and exit at each facility as listed below:

Ensworth Natatorium Access to the facility and the pool deck:

- Parents can view practice via the viewing balcony, which can be accessed through the East Lobby stairwell. Parents are not permitted on the pool deck.
- Swimmers can access the pool deck from the Locker Rooms located off of the West Lobby via the outdoor terrace or from the viewing balcony via one of the South side stairwells. No one is permitted to enter/exit the pool deck from the changing rooms/ restrooms off of the East Lobby.

## **Ensworth Facility Rules**

The facility will automatically lock up (all interior and exterior doors) 15 minutes after the conclusion of practice. Please make sure you are here to pick up your swimmer at the conclusion of their practice time. All swimmers using the locker rooms will need to do so in a timely manner as these doors will also lock automatically.

The two changing rooms, located on the northeast side of the pool deck and have access to the East Lobby, and are for lap swimmers only. Swimmers do not have access to the Family Locker Rooms. These are located off of the East Lobby and are what access the learning pool.

The Ensworth Natatorium may be used during open swim hours only by members of the Ensworth community, which includes current students, parents, alumni and staff. Please

check the website for more information regarding pool hours and usage guidelines at:  
<http://www.ensworth.com/podium/default.aspx?t=152157>

### **Inclement Weather Policies**

Use your best judgment on whether or should not you bring your child to practice during inclement weather. Any weather-related change to facility closure is dictated by the Ensworth School. In the event that the Ensworth Natatorium is closed, we will do our best to notify you via email in a timely manner. Please understand that sometimes these are last minute decisions, which may result in facility closing minutes before or even during practice.

# Ensworth Aquatics Policies

---



## Minor Athlete Abuse Prevention Policy

### Ensworth Aquatics

Effective: September 1, 2021

#### This Policy Applies To:

**In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

**Adult Participants:** Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

#### General Requirement

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

### **Definitions**

**Athlete:** A USA Swimming athlete member.

**Authority:** When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

**Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

**Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

**Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

**Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

**In-Program:** Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Massage:** Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

**Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: Ensworth Aquatics

### **Exceptions**

**[Note: Exceptions apply only where specified]**

**Close-In-Age Exception:** In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

**Dual Relationship Exception:** An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/ legal guardian at least annually.

### **One-On-One Interactions**

#### I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
- b. When a Dual Relationship exists; and/or
- c. When the Close-In-Age Exception applies.

### **Meetings and Individual Training Sessions**

#### I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

#### II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and

- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

- I. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
  - i. When a Dual Relationship exists; and/or
  - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Ensworth Aquatics Organization, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.

### **Electronic Communications**

- I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

- I. Open and Transparent

- a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
- b. The following exceptions apply to Section II(a):
  - i. In emergency circumstances;
  - ii. When a Dual Relationship exists; and/or
  - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

- I. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

I. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

I. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” the Organization’s official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
  - I. When a Dual Relationship exists; and/or
  - II. When the Close-In-Age Exception applies.

**In-Program Travel and Lodging**

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
  - i. In emergency circumstances;
  - ii. When a Dual Relationship exists;
  - iii. When the Close-In-Age Exception applies; and/or
  - iv. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.
- d. Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

I. Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
  - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
  - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

I. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

I. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

**Locker Rooms and Changing Areas**

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

I. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

I. Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

I. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

I. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

I. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
  - i. The Adult Participant meets the Close-in-Age Exception; and/or
  - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

I. Monitoring

The Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

I. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

### **Massages, Rubdowns and Athletic Training Modalities**

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

I. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body

exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

- e. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

Adopted: June 11, 2021

Last Reviewed on June 11, 2021

## Team Travel Policy

For Athletes:

- Team members will always seek to behave in a way that reflects positively on them as an individual and the team as a whole.
  - Possession or use of alcohol, tobacco, or controlled substances by any athlete is prohibited.
  - Parents shall inform coaches of any and all prescribed medications their child is taking prior to departure for any Team Travel event. **It is the parent and athlete's responsibility to ensure that any medication is not prohibited for use during a USA Swimming competition.**
  - Team members will wear designated team gear (t-shirts, suits, caps, sweats, parkas, etc.) to all team events and functions.
  - Team members will attend all team functions including: Meetings, warm-ups, practices, competitions, meals, etc. unless otherwise excused or directed by the coaching staff.
  - Team members will sit with the TEAM during all competitions unless warming up, warming down, cheering, or engaging in any activity directly related to preparing for or recovering from competition.
  - Team members will treat hotel staff, meet staff (officials, timers, volunteers), competitors, and other coaches with respect. Disrespectful, destructive, or otherwise inappropriate behavior that detracts from the image and/or mission of Ensworth Aquatics will not be tolerated and may result in:
    - o A team member being scratched from events
    - o A team member being sent home from the competition at their parents' expense
    - o Suspension from the team
    - o Dismissal from the team
1. Male athletes are prohibited from ever entering a female athlete's room. Female athletes are prohibited from ever entering a male athlete's room.
  2. Swimmers will abide by the nightly curfews (both "in room" and "lights out") as established by the coaching staff.
  3. Team members will seek, at all times, to leave every place visited "Better than we found it." Team members will commit themselves to:
    - o Keeping their section of the competition pool clean
    - o Keeping hotel rooms clean

- Cleaning up following meals
- Keeping each other accountable in upholding the image and mission of Ensworth Aquatics

### **Additional TEAM TRAVEL POLICY**

Ensworth Aquatics athletes are required to read, understand, and sign the Team Travel Policy before attending any team travel event. This policy can be accessed through our Team Unify site, via this [LINK](#).

The purpose of this Travel Policy is to positively promote the mission and image of Ensworth Aquatics and to promote responsibility and ensure accountability for all team members during practice, competition, travel, and all team related functions.

### **BULLYING POLICY & ACTION PLAN**

Ensworth Aquatics athletes are required to read, understand, and sign the Bullying Policy before attending any team travel event. This policy can be accessed through our Team Unify site, via this [LINK](#).

#### **PURPOSE**

Bullying of any kind is unacceptable at Ensworth Aquatics 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:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- 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:

- Causing physical or emotional harm to the other member or damage to the other member's property;
- Placing the other member in reasonable fear of harm to himself/herself or of Damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- 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 expressed 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:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.

- Stay calm. Reassure the kids involved, including bystanders.
- 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: *Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services*

### **I. Get the Facts**

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

### **II. 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. Review the USA Swimming definition of bullying 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?

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. Once you have determined if the situation is bullying, support all of the kids involved.

### **III. Support the Child who was Bullied**

- 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.
- 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](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services*
- 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.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

#### **IV. Address Bullying Behavior**

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
  - 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.
  - 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.
- 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:
  - Write a letter apologizing to the athlete who was bullied.
  - Do a good deed for the person who was bullied, for the Club, or for others in your community.
  - Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
  - 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.
  - 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.

#### **V. Follow-up with athletes 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](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services*

## **VI. Support bystanders who witness bullying.**

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or club board member;
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- Set a good example by not bullying others.
- Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.