

Jackson Swim Team Policy Handbook

Jackson Swim Team ("JAX") is operated by the **Jackson Swim Team Association** as a 501c3 not-for-profit organization. JAX is managed by the Head Coach and the JAX Board ("Board"). The Board consists of JAX parents and the Head Coach. As a USA Swim Club, we also follow the rules and regulations of USA Swimming.

Mission statement: *To provide a productive, safe, and fun competitive swim program, with trained coaches and volunteer support, that empowers athletes to succeed to their highest potential in and out of the water.*

Vision Statement: *To develop athletes who have a life-long love of swimming and are equipped with essential life skills such as character, discipline, work ethic, leadership and fitness.*

These policies are posted on the JAX Website (jaxswimteam.com) and will be included in the annual registration agreements which are required from all swimmers on an annual basis.

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Practice Facility:

We are guests of the University of Memphis: Lambuth and must adhere to any guidelines in this handbook and subsequent communication that University of Memphis: Lambuth has required or may require in the future. Please be mindful that the building is used for many other purposes including college lecture courses. Parent and sibling spectators must remain in the balcony area overlooking the pool, and children must be supervised at all times. Coaches are responsible for swimmers who are currently practicing; all other children must be under the supervision of another responsible adult.

Parking on Campus:

All cars parked on the campus are required to display a parking permit. These must be purchased each semester: Fall, Spring, and Summer at the business office, located on the first floor of the Varnell-Jones building. Let them know it's for Jackson Swim Team to receive the reduced rate of \$32. Families participating in trials can see the coach for a temporary parking pass. Cars parked on campus without permits may be ticketed.

Joining Fees and Payments:

I. Annual Registration Fee: \$225.00 per swimmer upon joining the team and each September. This includes a required annual registration to USA Swimming. Annual registration fees are due immediately. These fees can be paid by check or credit card. Paying by check is preferred, as it allows the team to save money on credit card processing fees. Deliver registration fee checks to the team registrar or head coach on the pool deck. Prorating is available after the Annual Spring Banquet.

II. Monthly Swim Fees per Swimmer based on Group assigned by Coach.

Bronze I	\$80
Bronze II	\$80
Silver I	\$90
Silver II	\$95
Gold	\$105
Senior	\$115

Multi swimmer discount: after the first swimmer at full price each additional swimmer is discounted \$5 per month.

III. Meet Entry Fees Policy: Meet entry fees vary from meet to meet. Meet fees will be calculated based on a per event fee from the host team plus a per swimmer surcharge which includes the portion of the host team's fees, surcharges, facility fees, relays, etc. The fees for each meet will be posted on the meet calendar page. Entries received after the swimmer deadline will be assessed a \$20 late entry fee to the late entry fees charged by the host team. Once submitted to the host team, meet fees are non-refundable. Meet fees will be invoiced automatically after the meet entry deadline and will be charged in the next scheduled auto draft.

IV. Payments:

Annual registration fees are charged immediately and can be paid by check (given to the Registrar or mailed to the Treasurer), or credit card. Once your online registration is completed and registration fees **received**, the Registrar will approve your account and you will receive email confirmation. Going forward, all finance related emails will be sent to your primary login email.

❖ *If you paid annual registration by check:* As soon as you receive registration confirmation, go on to your account, click on My Account, and Click on **Set Up Autopay** to enter your banking information (or credit card information) for all future dues/fees. (see next section for more on this topic).

❖ *If you set up a credit card for annual registration and to **autopay** monthly dues/fees* (see next section for more details) you will see an option for "On Demand" payments. Do NOT select this. Any fees that come up during a month (predominantly meet fees) will be charged on the 1st of the new month along with your monthly dues.

For all MONTHLY dues and fees, all Accounts are required to have a bank account or credit card on file for monthly automatic drafts. We ask that you use an ACH payment (Automated Clearing House Direct debit payment) from your checking account. Credit card payments are also accepted but cost the team more in bank fees. All payments are paid through our Team Unify website www.jaxswimteam.com.

- You will receive finance related emails to your primary login email.
- All monthly dues and fees incurred during the previous month, including meet fees, will be charged on the 1st day of the new month.
- A few days prior to each new month, you will receive a Billing Summary Report notifying you of what your bank or credit card is going to be charged on the 1st.
- Monthly fees will be considered late on the 21st day of the new month and a fee of \$10 will be added to the account.
- Monthly fees that are past due for more than 30 days will result in a swimmer not being able to participate in swim events.
- It is the family's responsibility to update credit/debit card information whenever their card on file expires or is replaced. The Parent Board will do its best to alert families when it sees that a credit/debit card payment has failed, but that is considered a courtesy and not a responsibility of the team. Ultimately, it is the family's responsibility to update their credit/debit card information as needed. Any late fees that are charged due to credit/debit card failures will not be refunded.

V. Invoices: Families may check their invoices and billing history at any time by logging on to their account on the team website, clicking on the "My Account" link, and then clicking on the "\$My Invoice/Payment" link.

JAX Fundraising Policy:

JAX is a non-profit organization. In order to cover all operating expenses we must engage in fundraising. All families are expected to participate in all fundraising efforts/events hosted by the team. We hold one MANDATORY fundraiser every year, our annual Swim-A-Thon. Swimmers will be required to raise an amount based on their group levels. The requirement for families with multiple swimmers will be the amount associated with their highest level swimmer plus \$50 per additional swimmer. If your family does not meet the minimum requirement your account will be billed at the close of the month the Swim-A-Thon is held in. This is an annual commitment and will not be prorated should you take time off or leave the team.

Swim-a-Thon Fundraising Requirements:

Bronze: \$100

Silver: \$150

Gold: \$200

Senior: \$250

We are always looking for fundraising opportunities including corporate sponsors, restaurant fundraisers, and web sponsorships. Could your company be a sponsor? We appreciate any thoughts and ideas you may offer for other fundraising opportunities.

Jackson Swim Team Association is a 501c3 organization. Donations are tax deductible!

Leave of Absence:

Membership with the team is an annual commitment, but extenuating circumstances do arise; if necessary, a swimmer may request a leave of absence from the team. The leave must be at least one (2) concurrent months in duration. The time off must be requested by the swimmer or parent in writing **at least two (2) weeks prior to the time being taken**. During this time the swimmer will not be required to pay coaching (monthly) fees. However, all annual obligations for the swim family, such fundraising requirements, etc., still remain in place.

Leaving JAX:

You must give written notice, via email, to the contact on the website of your intent to leave JAX. Notice must be at least two (2) weeks **prior** to the beginning of the month you no longer want to be on JAX. Membership dues are monthly and can only be cancelled accordingly. Outstanding balances and service hours must be fulfilled before being financially released from JAX. If there is any remaining balance due, that amount will be deducted via ACH on the 1st day of the month following notice. If proper notice of leaving is given, any dues other than those that are delinquent, will NOT be assessed on the 1st of the following month. Rejoining the swim team will be at the discretion of the JSTA board and will require that all outstanding fees be paid in full.

JAX Swimmer Code of Conduct

As a member of JAX, I agree to abide by our team's Swimmer Code of Conduct:

I will strive to improve, and I will help create an environment where my teammates can improve.

- I will do my best in practice and in meets by starting on time, working hard, and remaining positive.
- I will listen to and follow directions from my coaches. I will refrain from talking when a coach is talking.
- I will learn the rules of swimming and abide by them.
- I will follow lane etiquette rules established by the coach at all times. This includes circle swimming, no pulling or hanging on lane ropes, and no physical contact with other swimmers.

I will contribute to creating a safe, caring, and friendly environment.

- I will respect all others, including my coaches, teammates, opponents, parents, officials, spectators, facility staff, and all adults and authority figures.
- I will not physically, verbally, or in any way abuse, threaten, or intimidate another person.
- I will follow the **JAX Electronic Communication Policy**. I will only use electronic media (texting, Facebook, Twitter, etc.) for positive communication.
- I will follow the **JAX Anti-Bullying Policy**. Bullying results in pain and distress, is counterproductive to team spirit, and can be devastating to a victim. If bullying does occur, it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member.

I will behave in a way that is a credit to the JAX team.

- I will remember that I am a guest at practice, meet, and event facilities. I will clean up after myself, take good care of equipment, and respect the property of others.
- I will abide by the rules and directives of University of Memphis, Lambuth. This includes pool rules, building rules, parking requirements, and traffic laws.
- I will not use tobacco products or consume alcoholic beverages and/or drugs, except for the appropriate use of over-the-counter or prescribed medications.

I will display good sportsmanship at all times.

- I will be a positive team swimmer who supports and encourages others.
- I will learn the rules and work hard to follow them. I will accept and abide by the decisions of coaches and officials.
- I will not use rough tactics, trash talk, or abusive or offensive language or gestures.
- I will maintain my composure and refrain from unsportsmanlike conduct such as throwing equipment or any other forceful action at any time.

I will follow the JAX Swimmer Code of Conduct because doing so will help me and my teammates reach our potential as athletes and young adults, and will help JAX achieve its mission and vision.

JAX Disciplinary Procedures

To participate with Jackson Swim Team, you must act in a way that allows your coaches to coach effectively and your teammates to participate in a safe, positive, supportive, focused, goal-oriented environment. You are expected to work hard and have a positive attitude. Ideally, you should look for opportunities to support and encourage your teammates, and work actively to build a positive, welcoming, energizing team atmosphere. Minimally, you must do what is asked of you (quietly – without negativity or criticism), or you will be removed from the JAX activity and face further consequences.

JAX Coaches, with the support and oversight of the team board, require all JAX swimmers to meet the following Behavior Expectations. Problem behaviors will be addressed using the Corrective Action Steps (see next page).

BEHAVIOR EXPECTATIONS:

1. Respect all coaches at all times through your actions, words, body language, tone, etc.
 - ✓ Listen attentively when coaches speak:
 - be quiet and still
 - ears and eyes above water
 - face the coach
 - ✓ Follow instructions efficiently without argument or debate.
 - ✓ Be respectful and polite in your actions, words, body language, and tone.
2. Contribute to a safe, positive atmosphere:
 - ✓ Make every effort to start practice on time with all equipment ready.
 - ✓ Give an honest effort to follow coaches' practice directions and expectations.
 - ✓ Keep your comments positive and motivational, or be quiet.
 - ✓ Refrain from any conduct which degrades, baits, intimidates, or otherwise discredits team members, coaches, parents, opponents, and meet officials.
 - ✓ Display good sportsmanship, proper lane etiquette, and polite consideration of others.
 - ✓ Respect others' belongings.
3. Behave in a way that is a credit to yourself and Jackson Swim Team:
 - ✓ Respect all adults.
 - ✓ Refrain from vulgar or harsh language and gestures, rough tactics, and unsportsmanlike behavior.
4. Respect the facility:
 - ✓ Follow facility rules and directions given by authority figures.
 - ✓ Stay in designated, supervised areas.
 - ✓ Clean up after yourself and as directed by adults.
 - ✓ Locker room use is a privilege: spend no more than ten (10) minutes in the locker room, be respectful of others, and behave properly, or you will not be allowed to use the locker rooms.

CORRECTIVE ACTION STEPS:

Coaches will follow these steps and keep a record of corrective actions in the Swimmer Discipline Log.

STEP 1: The coach will issue one (1) verbal warning to the swimmer for violating the Swimmer Code of Conduct and/or specifically written or stated rules. (*"Clean slate" after 1 month without further issues.*)

STEP 2: If the undesirable behavior persists, or occurs again at a subsequent practice, the coach will remove the swimmer for 5-10 minutes. The coach will reiterate the problem behavior and required correction. If swimmer is respectful and receptive to the redirection, the swimmer may resume activities at the coach's discretion. A **Parent Alert** form (*see example on next page*) will be sent home and must be signed and returned to the coach before swimmer may participate in future activities.
(*"Clean slate" after 2 months without further issues.*)

STEP 3: If undesirable behavior persists, or occurs again at a subsequent practice, the coach will remove the swimmer from the activity. The swimmer must call and/or text to inform a parent immediately (in view of coach). The coach will follow-up by contacting the parents to discuss the problem behavior and how to curb it. The swimmer must issue an apology (verbal or written) to the coach (and others as appropriate) and request permission from the coach to return to team activities. (*"Clean slate" after 3 months without further issues.*)

STEP 4: If undesirable behavior persists, the swimmer will be suspended from all team activities until a meeting has been held with the swimmer, parent(s), and coach(es) to discuss the problem behavior and develop a **Behavior Contract** to correct it (including further suspension, required parent supervision, limitation of privileges, volunteer work, etc.)
(*"Clean slate" after 4 months without further issues.*)

STEP 5: The swimmer may return to activities once the **Behavior Contract** is in place and its terms are met. Further undesirable behavior and/or violations of the Behavior Contract will result in extended suspension or removal from the team, with no refunds.

Flagrant rule violations will result in immediate action that may not follow the above steps.

The Head Coach and Jackson Swim Team Association Board will provide oversight in disciplinary procedures. Formal, written complaints, requests for a meeting, or appeals may be issued to the Head Coach and/or the Board.

(Example) **PARENT ALERT: Corrective Action Step for Behavior Issues**

Dear JAX Parent,

This note is to inform you that _____ is behaving in a way that violates the Jackson Swim Team Swimmer Code of Conduct.

A Verbal Warning was issued on _____ by _____ for the following behavior: _____

Today (_____), a 5-10 minute "time out" from team activities was issued at _____ (time) by _____ for the following behavior: _____

The coach spoke with your swimmer about the behavior and the required correction. Your swimmer WAS or WAS NOT (circle) allowed to resume activities, based on his/her response to the coach.

Notes: _____

Please review with your child the Swimmer Code of Conduct and support the coaches by requiring your child to abide by the Jackson Swim Team expectations for behavior. (See www.jaxswimteam.com under JAX Competitors tab for more information.) Please contact the coach(es) outside of practice time if you have any questions or would like to talk about the behavior and corrective actions.

This Parent Alert form must be signed and returned to the coach before the swimmer may participate in future activities.

Swimmer's signature Date

Parent's signature Date

Lead Coach's signature Date

SIGNATURE PAGE: All swimmers (new and returning) must turn in a signed copy of this page to the Head Coach upon registering each year.

JAX Swimmer Code of Conduct

As a member of JAX, I agree to abide by our team’s Swimmer Code of Conduct:

- I will strive to improve, and I will help create an environment where my teammates can improve.
- I will contribute to creating a safe, caring, and friendly environment.
- I will behave in a way that is a credit to the JAX team.
- I will display good sportsmanship at all times.

I understand that disciplinary issues will be dealt with by my coach(es) and/or the JAX board according to the team Disciplinary Procedures. I have read and understand the rules, consequences, and procedures outlined in the Disciplinary Procedures. I understand that abusive language, bullying, lying, stealing, vandalism, or use of improper/controlled substances will not be tolerated. I understand that following the JAX Swimmer Code of Conduct is in my own best interest.

I will follow the JAX Swimmer Code of Conduct because doing so will help me and my teammates reach our potential as athletes and young adults, and will help JAX achieve its mission and vision.

Swimmer’s Signature

Swimmer’s Printed Name

Date

I reviewed the JAX Swimmer Code of Conduct and the Disciplinary Procedures with the above swimmer. I understand these policies and agree to help my swimmer abide by them.

Parent/Guardian’s Signature

Parent/Guardian’s Printed Name

Date

JAX Parent Code of Conduct

The JAX Parent Code of Conduct is intended to help create a supportive environment for our swimmers and coaches so that every athlete can achieve his or her full potential. JAX parents shall act in a manner that is a credit to JAX, and serve as positive role models by adhering to the following policies:

1. JAX parents will encourage their child(ren) to swim for fun and personal improvement. JAX parents will place the emotional and physical well-being of their child(ren) ahead of any personal ambitions. JAX parents will applaud their child's efforts, and will emphasize the positive. JAX parents will guide their child(ren) in following the Swimmer Code of Conduct.
2. JAX parents will support their child(ren) and the team by observing practices, cheering at meets, participating in team events, volunteering, paying dues and other incurred expenses on time, and fundraising for the team. Parents will stay engaged and involved by checking the team website, reading team emails, attending team meetings, and talking with their swimmers and the coaches.
3. JAX parents will monitor their child(ren) outside of designated practice times. Swimmers who are at practice early or stay late must be supervised by a responsible adult, and must remain in designated areas.
4. JAX parents will respect and cooperate with coaches, board members, team members, opponents, facility staff, spectators, and officials at all times. JAX parents will refrain from using vulgar or offensive language or gestures. JAX parents will use electronic media only for forms of positive communication, and will follow the JAX Electronic Communication Policy.
5. JAX parents, through their actions and conduct, will exhibit good sportsmanship and encourage their children to do the same at all times. JAX parents respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials.
6. JAX parents recognize that coaches are professionals and allow them to coach without interference. JAX parents leave coaching to the coaches and respect all coaching decisions such as practice group assignments, meet entries, training focus, etc. JAX parents will refrain from interrupting coaches during practice and meets. Coaches are available to talk by email, phone, or a scheduled meeting time.
7. JAX parents will not use, sell, distribute or have any other involvement of any kind with tobacco products, alcohol, any other illegal substances or drugs, in view of any of the swimmers during a swim meet or practice. JAX parents will remember that swimming is for the child(ren) and not the parents.
8. JAX parents will bring any issues or concerns to the coach's or board's attention quickly and not gossip or let problems fester. JAX parents with a concern related to any coach or official should discuss the concern with the athlete's coach privately and in a professional manner. If the matter is not resolved, the issue should be brought to the attention of the Head Coach or a Board member. If the response is unsatisfactory, a JAX parent may submit a formal written, signed and dated statement to the JAX Board of Directors. The Board president is authorized to create a panel of 3 Board members who, in their discretion, will review the matter and make a decision that is final and cannot be appealed.

Any violation of this code will be brought to the attention of the Board of Directors, which will issue the appropriate response. This response could include one or more of the following: verbal or written reprimand, probation, or temporary/permanent suspension

Athlete Electronic Communication Policy

Purpose

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team.

Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times.

Expectations

The club holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

Things to remember: Texting

- Text messages and photos can be saved or screen-shot. Once the message is transmitted, the sender does not have control.
- Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- It is typically more effective to discuss an issue in person.

Things to remember: Social Media

- Once you post something online, it is public and permanent--even if you delete it.
- Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.
- Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft.

Action Plan to Address Bullying

USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club.

PURPOSE

Bullying of any kind is unacceptable at the Jackson Swim Team (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 Jackson Swim Team 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. 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:
 - i. 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.
 - 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.

5. 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.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. 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."
- d. Set a good example by not bullying others.
- e. 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.