

2016-2017

Team Handbook



1. Introduction

Welcome to the Tahoe Truckee Swim Team (TTST)! It is a requirement of membership in TTST to read this handbook and all associated policies and procedures.

2. What is TTST?

TTST is a non-profit 501c3, parent-run organization. The team provides a year-round program for athletes. While the majority of the athletes hail from Truckee, the team also attracts athletes from lakeside towns such as Tahoe Vista, Kings Beach and Incline Village.

TTST is governed by two bodies: USA Swimming and Sierra Nevada Swimming. Sierra Nevada Swimming is our Local Swim Club (LSC) within the USA Swimming organization. TTST was established in 1979 as a competitive swim team.

3. Mission Statement, Vision, & Philosophy

Mission Statement

TTST aims to create a fun, competitive environment which fosters a life-long love of swimming while developing life skills.

Vision

TTST's vision is to help our swimmers build confidence, self-discipline, and integrity while preparing them for success in life's endeavors.

Philosophy

Teamwork: TTST is a team built upon the commitment, support, and participation of its Board, coaches, swimmers, parents/guardians, and the community at large. TTST believes that its success in achieving the team's goals is dependent upon the cooperation of all members. It strives to create and maintain positive, constructive relationships between the coaches, parents/guardians and athletes.

Coaching: TTST is committed to providing comprehensive, expert swim/stroke training through its experienced coaching team. In addition to swim training, TTST promotes the practice of healthy lifestyle habits, such as good nutrition and sleep.

The Swimmer: TTST believes that each swimmer is an individual with a different background, needs, and goals. The team focuses on the development of positive self-esteem and individual goal setting. It also encourages swimmers to represent TTST by participating competitively on a year round basis. TTST believes that all members should model team spirit and sportsmanship.

4. Coaches Role

All TTST coaches must meet high criteria set forth by USA Swimming. Each coach holds a current First Aid and CPR certification. They are also required to complete the USA

Swimming Safety Training for Coaches course. Furthermore TTST coaches have also passed an extensive background check. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and TTST.

TTST coaches' main responsibility is to mold our athletes into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values.

They also build relationships with team families, to achieve mutually-set goals for each swimmer. Lastly, TTST coaches also help the team to build relationships with other aquatic organizations.

5. Parent/Guardian's Role

As the Parent/Guardian of a competitive swimmer, your main responsibility is to support, praise and encourage your swimmer at every opportunity. For any swimmer, improving times, supporting their effort, and improving technique are good sources of praise and encouragement. Furthermore, show your support by ensuring your swimmer's punctual attendance at practices and swim meets.

Parents/guardians are not participants on their child's team, but contribute to the success experienced by the swimmer and the team. As Parents/guardians, you serve as role models, and your children frequently emulate your attitudes. Strive to be a positive role model. Each team member makes daily "deposits" or "withdrawals" to the team's environment with their words and actions. Successful teams are full of people who strive to improve the team's environment and their swimmer's experience as a member of a nurturing and supportive team. Most importantly, strive to show good sportsmanship toward coaches, officials, team members and other teams.

➤ *Parent Code of Conduct*

By registering your athlete with TTST, the parent/guardian has an implied agreement to adhere to the TTST Code of Conduct.

6. Our Program 2016/17 Season:

The first day of practice is September 6, 2016.

Welcome to the 2016-2017 season! We are looking forward to a dynamic year of continued growth under our head coach Cyrus Crews – and in our new pool!

Training group lanes will be determined through a two step process. First an objective Power Point average based on current top Power Point times will place swimmers into a month long temporary training grouping. The second and final step will be made by coaches' subjective assessments after a month of training has been completed.

Placement Process:

The placement process begins with an objective Power Point average of 5 events that come out in a report. 13 & under swimmers use their best score in each of the four strokes and their best Individual Medley distance score for a total of 5 to make their Power Point average. 14 & over swimmers use their top 5 scores of any event to find their Power Point average. Power Points are provided by USA Swimming to all members using an age plus time formula to acquire a Power Point. If you are interested in learning more about Power Points it can be found at www.usaswimming.org.

Final seasonal placement is a subjective assessment along with consultation with individual members, through the first month of training. This will place swimmers into their final workout grouping for the season. There are 3 groupings Elite, Regional, and Novice. The workout group title will also be their group of which they compete for the motivational internal seasonal team competition called TTST Swimmer of The Season.

After the first month of training each swimmer will receive their personalized report. It will contain their last Swimmer of The Season Score, progressive highest marked Power Point score by age, and personalized ability analysis.

Training Groups and Lanes:

- Elite training group lanes will be divided into 11 – 13 year old swimmers, and 14 & Over Swimmers.
- Regional training group lanes will be will be 10 & under lanes, and 11 & over lanes.
- Novice group lanes will be broken down to curriculum levels of Silver Shiners, Kokanee, and Mackinaw

In the circumstance of a swimmer starting new or without any USA SWIMS database times, then only the subjective one month coaching assessment will determine final training group for the season.

The placement process is aimed at encouraging team unity, motivation, and individualized progression regardless of ability. This ties into our belief that all members of TTST should have place to swim and progress in our curriculum without being lost or left behind.

SWIMMER OF THE SEASON INTERNAL TEAM COMPETITION

Objective: The main objective of this seasonal swimming competition is to recognize a swimmer that earns the highest improvement marks through the course of the year. The process uses an objective equation of swimming times and their equal FINA POINT to arrive at a Quality Improvement Point or Q.I.P for short. Our new head coach, Cyrus Crews, has run this competition for the past four years at his previous swim club. What is always true is that the hardest workers regardless of ability or speed are in the running for the top spots every year without exception. Any age and any ability inside of their training group has an equal opportunity to train smart and go for the top spot!

Seasonal Schedule: Short Course Yards Season will run from approximately September 1st – March 31st. Long Course Meters Season will run from approximately April 1st – August 31st annually. Each season will have an end of season awards ceremony to recognize the female and male winners of three TTST training groupings: Elite, Regional, and Novice.

Approved Results: USA Swimming approved meets. All legal swimming sized pools approved by the coaching staff of TTST for useable Q.I.P times. This means coaching timed practice results and official USA Swim results are accepted as data to improve a QIP score.

Acceptable Events: All registered FINA events with existing FINA SCORES. That is all Freestyle events 50, 100, 200, 400, 800, and 1500, Fly Back Breast events 50, 100, 200 and 200/ 400 I.M. & FINA approved Open Water Events. During USA SCY season times will be automatically converted to LCM through Team Manager to calculate a FINA and Q.I.P.

Registration & First Score: All TTST members are automatically registered by their membership data to compete. A minimum of two times, one of which must be faster than the other, are required to calculate a single Q.I.P.

Rankings and Awards Calculations: QIP 'Swimmer of the Season' takes your 4 best QIP scores and divides them by 4 for an average QIP ranking. Highest ranked male and female by training group wins the Swimmer of the Season

Additional Recognition: Individuals who acquire a personal Q.I.P record based on previous seasonal Q.I.P achievements will also be recognized.

The Q.I.P provides fun strong data that ties into our statement that every member has a place to have fun, progress, and not be left behind within the TTST curriculum. Q.I.P data also allows coaches to make new training models that are working to consistently improve individual progress.

7. Equipment

Check with your coach—***not all items are required for all groups:***

- Practice Suit (suggest chlorine resistant swimwear)
- Goggles
- Cap
- Pull buoys
- Fins
- Paddles (hand & finger)
- Water bottle
- Snorkel
- Old sneakers

8. Team Attire

TTST swimmers need durable suits and goggles for daily practice. Caps are recommended, but optional for practice.

All registered swimmers will receive a TTST cap, sweatshirt and/or t-shirt upon registration. Swimmers are required to wear TTST caps at swim meets. Swimmers are encouraged to wear TTST team logo-wear at swim meets.

9. Lost & Found

Label all t-shirts, swim suite and equipment! Labeled equipment will be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the general lost and found area near the right rear of the pool. It will be kept for 30 days and then if not claimed donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms are used by the public as well as other groups. **TTST is not responsible for lost or stolen items.**

10. TTST Financial Policies

Registration Fee

There is an annual \$75 registration fee for each TTST swimmer. For returning swimmers, the fee will be assessed at the start of the season in September. New swimmers will be assessed the registration on the date that they join TTST.

The head coach will maintain USA Swimming registration for all team members. The annual USA Swimming registration fee will be added to swimmer's accounts upon renewal (usually in November/December – approximately \$80 per year)

Monthly Dues

Annual dues are assessed in a graduated fee structure depending on training group assignment. Fees increase as swimmers advance and require more pool coaching time. Families pay dues monthly during the swim season.

*Training days and times are approximate, and are subject to change at the discretion of the head coach.

Sibling Discounts: Families with more than one swimmer will receive a 10% discount on the less expensive swimmer(s).

Leave of Absence

A member is allowed to take 2 months off out of the 11-month swim year. Members must provide 30-day notice to the Head Coach prior to taking time off.

In addition, a punch card for drop-ins is available to purchase (\$150 for 10 drop-ins) while on leave of absence from the team.

Departing Members

Swimmers leaving TTST during the year must give 30-days written notice to the Head Coach prior to leaving the team. Members are responsible for monthly dues for any practice or meet attended up-to and during the last calendar month spent with the team. All outstanding dues and fees must be paid at the time of departure. Fundraising and volunteer time obligations will be prorated through the end of the departing month. If a member chooses to leave the team during the yearly session, there is no guarantee that swimmer's spot will be available if and when he/she chooses to return to the team.

Visiting Swimmers

Out of town vacation swimmers may swim with the team while they are here. They can pay monthly dues or have it prorated weekly for the period of their stay. These visitors must pay in full up to monthly rate while in Tahoe/Truckee. All out of town swimmers must show proof of current USA Swimming membership. Out of town swimmers can swim up to 10 weeks in a calendar year at the prorated fee. If they want to swim longer than 10 weeks, they need to become a member of TTST and adhere to TTST annual fee and rules. Exceptions to this rule will be evaluated by the TTST Head Coach based on availability in a given swim group. All out of town swimmers must sign and agree to TTST's Visiting Swimmer Contract.

Returning TTST Swimmers from College

Any returning TTST swimmer from College will need to complete a registration form and show proof that their USA swimming dues are current to be eligible to swim with the team. Returning College swimmers will be charged a flat fee of \$200 for the summer season.

Injuries

Any swimmer who is unable to participate in swim training due to a medically documented injury or illness will have the opportunity to temporarily suspend his/her membership. All requests for suspension due to illness or injury will be reviewed and approved by the head coach and TTST registrar.

TTST Payment Policy

Prompt payment of fees and dues is essential for TTST to meet its financial obligations. Members who are delinquent (30 days or more) in paying dues may be suspended from practice and/or meet participation until the account is brought current. Your total amount billed each month may vary! Monthly charges include: dues for all participating swimmers, per-transaction merchant fees (approximately 3.5% for credit card transactions and approximately \$1 for automatic banking withdrawal), meet fees, and once-yearly USA Swimming registration fees.

All new and existing members will be required to pay by credit card or auto pay from your checking account. To sign up for auto pay please visit team website www.truckeeswim.com.

Fees are due by the first of each month regardless of whether or not an invoice has been received. If dues have not been received, a late fee of \$25 will be charged.

Fundraiser

TTST is a non-profit organization. All TTST members agree to an annual fundraising obligation of \$150 per swimmer – with a maximum cap of \$300 per family. Fundraising opportunities for the 2015/2016 season will be announced to the team as they become available.

Volunteering

Now that TTST is in our new pool facility, we will be able to host meets for the first time. Hosting a meet requires that every member of the team volunteer to make the meet a success! A new volunteer policy is currently under discussion for the 2016/17 season.

We encourage all families to get involved with the swim team. Please consider volunteering to help us make the team even better for your swimmers!

WE NEED:

OFFICIALS – Please see Cyrus about becoming a meet official

MEET DIRECTOR – Help us host our very own meets!

Web Page Master

Team Parent for each age Swim group

Social Coordinator

OTHER? – Do you have a skill to contribute? Or are you interested in participating in another way? Please talk to the Board President about volunteering opportunities!

Meet Volunteering

Timing chairs and officials are assigned at meets based on the number of TTST swimmers registered for that meet. Every family is required to take one shift of volunteer timing per swimmer -or- officiate at every meet in which their swimmer(s) competes. Volunteer timing slots and duration will be based on the number of timing chairs assigned to TTST. DO NOT sign up for a meet if you do not plan to attend! TTST understands sometimes swimmers get sick or plans change, BUT not showing up at a meet you have registered for can put an unfair hardship on the other families attending that meet. Please notify your coach immediately if you are not planning to attend a meet you have registered for.

Usually a day or so before the meet, the Timing Coordinator will email all attendees an estimated timeline (if available). This is your opportunity to sign up for a timing chair of your choice. Unless a family is providing a meet official, you are responsible for 1 slot per athlete registered for the meet. Sign-ups are done on a first come first served basis. If a family is not able to fulfill its timing obligation, it is the FAMILY'S responsibility to find someone to take their place.

TTST Scholarships

The TTST Board of Directors has set a goal to offer 10% of our team some form of scholarship assistance. While the team has a limited budget allotted for scholarships, our Board is actively pursuing grant opportunities to help us increase the availability of scholarships. Additionally, we have allocated 5% of all fundraising dollars raised to scholarships.

Individual scholarships are determined by the Board of Directors on a case by case basis. Applicants are required to submit a scholarship application and a letter from the TTUSD certifying free/reduced status.

All scholarship recipients are **REQUIRED** to hold a volunteer position. The Board of Directors will work with each scholarship recipient's family to determine the volunteering requirement and deliverables.

Scholarships cover 75% of that individual swimmer's dues.

Scholarship recipients Must:

- Attend 60% of practices
- Fulfill volunteer requirements
- Pay annual registration fee
- Fulfill annual fundraising obligation
- Scholarship status is audited at every board meeting (monthly)

To apply for a scholarship, please contact the TTST Board President.

Scholarship applicant's accounts must be in good standing. Scholarships will not be considered for families who did not meet the terms of a previous scholarship. The Board of Directors will consider each application and the information submitted will be kept strictly confidential. Once the maximum number of annual scholarships has been awarded any remaining applicants will be placed on a waiting list, in the event that additional scholarships are available or a team member on scholarship leaves TTST or no longer needs the scholarship.

11. Club Communication

- a. **Web site – www.truckeeswim.com**
- b. **E-mail**
- c. **TTST Bulletin/Dry Erase Board**
- d. **Annual Mandatory Meeting: TTST BBQ**

12. Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in TTST should understand that we are a competitive, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and swimming in their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and which meets may be good for beginners.

➤ ***Short & Long Course Seasons***

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-February is referred to as the short course season. During the short course season meets are held in 25-yard pools. This followed by a long course swim season that begins in mid-March and ends in early August. Many meets during long course season are swum in 50 “meter” pools.

➤ ***Meet Schedule***

TTST participates in 1 meet a month on average. All meets will be posted on the website calendar. The Head Coach enters all swimmers into meets. Swim meet registration fees are added to swimmer’s accounts monthly.

➤ ***Team Meet/Travel Cost Policy***

It is the goal of TTST to provide a positive coaching experience for all of our swimmers at meets. To that end, decisions on the number of coaches attending meets will be based on the number of swimmers entered. To offset the high cost of sending coaches to meets, additional meet fees will be assessed.

\$5 per swimmer per meet for local meets (Reno & Sacramento areas)

\$15 per swimmer per meet for JOs

\$30 per swimmer per meet for Far Westerns

\$50 per swimmer per meet if more than 5 swimmers attend a senior level qualifying travel meet

- The coach’s travel costs for major national level meets will be divided among the swimmers attending. The team will supplement expenses so there is no undue hardship to swimmers and their families.

Attending a Swim Meet

Parking is difficult at just about every meet venue, so be prepared to spend some time searching for a parking space. At some of the outdoor meets in the summertime, it's nice to bring a rolling cart. You can pile your chairs, cooler, umbrella, swim bags, etc. into the cart and just roll it on in. The carts don't work as well for indoor meets as deck space is usually very limited.

When you arrive at the meet, the first thing you need to do is find the team and stake out a spot for your chairs. Squeeze in wherever you can and send your child to the locker rooms to get changed into his/her swimsuit. Your child must SIGN IN to the meet before getting in the pool to warm up. If you wait until after the warm up it might be too late to sign in! If you are not familiar with the meet venue, ask a teammate to show you where the sign in table is located.

What to bring for the family:

- Chairs for everyone
- A blanket for the floor (the kids often like to sit in groups on the ground)
- Games, playing cards, books, and electronics – something to keep everyone entertained
- Sunscreen!!!
- An umbrella for summer outdoor meets
- Camera (Note: photography is NOT ALLOWED behind the blocks or in the locker room at any meet!)
- Water and snacks*
- *USA swimming has a wealth of information about the right foods for competitive swimmers in their [Nutrition Center](#).

What your swimmer should bring:

- At least 2 towels
- Warm clothing – even in summer
- A swim jacket (if you have one) or a robe
- Flip Flops or other comfortable shoes
- Leave the fins, snorkel and other training gear at home
- Make sure you have goggles, swimsuit, cap nose plugs, etc. – whatever you need for swimming!

13. Swim Meet Frequently Asked Questions

What meets should my swimmer attend?

A seasonal meet schedule is carefully crafted by the staff in order to give our athletes the meet experiences they need to develop according to our developmental plan. It is posted on our website. TTST athletes should only attend the meets listed on the team meet schedule. It is against USA swimming rules to attend a swim meet without a coach present. Should you register for a meet that the rest of the team is not attending you'll need to speak with the head coach about arranging someone to supervise your swimmer's warm-up.

How are relay teams selected?

The TTST Coaching Staff selects swimmers for relays at swim meets. In selecting the relay teams, the Coaching Staff shall consider all available information deemed important in choosing the athletes for the specified relay teams. Coaches will consider the following when choosing the relay athletes; each team member's qualifying performance, past relay performances, personal best performances, event schedules, individual workload, other recent results and performances, consistency of performances, health, fitness levels, and training preparation.

What are preliminary and final sessions at meets?

Championship meets sometimes have two sessions of competition with preliminary heats in the morning and finals at night. The number of swimmers who qualify for finals are dependent upon the specific meet. Team points and individual awards are determined by the placing achieved in the finals only. Swimmers can only achieve the place determined by their heat. For example, a person who is in the consolation final can place no higher than 9th place even if they swim faster than an athlete in the top 8 finals heat.

What if my child disqualifies due to a stroke infraction?

Disqualifications, or "DQ's", are an inevitable part of the learning process and should not be viewed as negative. The volunteer official's job is to ensure fair competition and to make sure the athletes are performing strokes that are legal. They are also helping teach the athletes to be better swimmers by calling out stroke and turn errors. The coaches view DQ's as reminders of things to work on in practice and believe that officials are very helpful in the learning process of our athletes. If you have a question regarding a

disqualification, see your swimmer's coach. Under no circumstance should you approach or question an official on deck regarding a swimmer disqualification. Please remember that the officials are volunteering their time to help your child learn to be a better swimmer and deserve your consideration and respect.

Due to fire and safety concerns, Sierra Nevada Swimming prohibits the use of propane heaters at swim meets.

The use of all cameras and video equipment behind the blocks is not allowed per USA Swimming rules concerning privacy and swimmer safety. Camera and video use is also prohibited in locker rooms.

Are there meet awards?

Meets vary regarding if/how many individual awards they will provide to athletes. Please refer to the meet sheet for details regarding awards. If the awards are distributed at the events, the swimmer should pick them up. Sometimes they are distributed to the coach, in which case swimmers will find them in their file at the pool.

What is a meet time standard?

Time standards assist swimmers with measuring their improvement. They also establish minimum entry requirements for some meets. Time standards are different for each season and for each type of pool. "SCY" means Short Course season times attained in a 25-Yard pool. Most TTST Short Course events are held in 25-yard pools. "LCM" means Long Course times obtained in a 50-Meter pool. To locate the time standard for a swimmer's event, you must know what season it is, what type of pool it is (25 yards or meters, or 50 meters), and you must know the swimmer's gender, age and event. Copies of SNS time standards are posted on the team website.

There are seven different age group classifications recognized by United States Swimming: 8 & Under, 10 & Under, 11-12, 13-14, 15-16, 17, 18 and Senior. The senior classification includes any swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of the meet will govern the swimmers age for the entire meet.

14. Swim Meet Descriptions

Age Group Open

These meets do not have qualification time standards. Typically, these meets offer all four competitive stroke events in the different distances. Some events may be open to multiple age groups. Consult the meet sheet and your swimmer's coach in regards to how many events to enter per day.

BB+/- Meet

Same as the Age Group Open except only age group events are offered. Open events are not offered.

Invitational

An invitational is a meet hosted by one team who may invite other teams to compete. Several hundred swimmers may attend these meets. Frequently, only swimmers with certain qualifying times may attend.

Junior Olympic Championships

All swimmers who have reached qualifying time based on the Sierra Nevada Swimming Junior Olympic time standards may compete in the Junior Olympic Championships. JO's are held at the end of the short and long course seasons.

Far Westerns, Sectional, Zones and All Stars

Athletes who meet certain time standards may qualify for additional championship meets such as Far Westerns, Sectional, Zone, and National championships. Each successive level of championship meet brings the swimmer against geographically larger and more competitive pool of athletes. Therefore, qualifying times for these championship meets are faster as the level of competition at the meet becomes faster. These meets are fantastic opportunities for athletes to travel and work with different coaches and meet teammates outside of TTST.

CODE OF CONDUCT

Every swimmer and family who participates with the Truckee-Tahoe Swim Team (TTST) is required to sign this Code of Conduct, and also has an implied agreement to everything in the following Code of Conduct per their registration with TTST. As a parent/guardian your responsibility is to provide a caring, supportive environment. Show your support by ensuring your swimmer's attendance at practices, meets and other TTST events.

When representing the TTST, swimmers and parents/guardians agree to:

- Abide by the USA Swimming Code of Conduct (Article 304) (see www.usaswimming.org)
- Help the coaching staff reinforce safety around the locker room and pool deck. Non-swimming siblings must be supervised at all times.
- Know your role:
 - SWIMMERS-SWIM
 - COACHES-COACH
 - PARENTS-PARENT
 - OFFICIALS - OFFICIATE
- Obey all rules, regulations, policies and procedures outlined in the TTST Handbook, on the TTST Website, as otherwise posted, and as determined by the coaching staff and TTST Board of Directors.
- Follow instructions provided by the coaching staff at practices, meets and team events.
- Exhibit sportsmanship and respect for teammates, coaches, officials, volunteers and opponents at all times.
- Promote positive team spirit and morale.
- Communicate with coaches and other parents to stay informed of all team activities and events.
- Address questions or concerns directly to the coaching staff in a calm and courteous manner:
 - If a parent/swimmer has a concern, the first level of communication to address this concern should be with the swimmer's immediate coach. If the problem escalates or can't be resolved by the swimmer's immediate coach, the issue should then be brought to the Head Coach. Any unresolved issues past that point should then be taken directly to the TTST Board President or any other Board member.
- Actively participate in team sponsored meets and activities by volunteering in some capacity as expected.
- All parents/guardians are expected to time or officiate at meets in which their swimmer participates.

TTST Code of Conduct:

The following conduct will not be tolerated:

- Disrupting practices or meets in any way, including: failing to abide by coaches' directions, swimmer-parent interactions during practice or parental coaching, disrespecting teammates, coaches and/or the pool facilities.
- Destruction or damage to the pool, any facility we visit, or other team members' property.
- Possession or use of alcoholic beverages (if under age 21), illegal drugs, controlled substances without a prescription, tobacco products or e-cigarettes while representing TTST.
- Criticizing, name-calling, use of profanity, abusive or disrespectful language or gestures directed toward the coaches, officials, swimmers, volunteers, other parents or spectators at meets, in the locker room, at practices, at team events or on social media.
- Failure to follow the TTST Electronic Communication Policy with regard to communication via email, text messaging, Facebook, Twitter, Instagram or other electronic communication method.
- Bullying in any form. This Code of Conduct includes all policies set forth in the TTST Anti-Bullying Policy.
- Sexist, racist or inappropriate behavior towards another person.
- Physical violence. This includes physical horseplay, pushing people into the water and any other forms of physical violence.
- Confronting coaches with concerns or problems in front of other parents or swimmers.
- Approaching a judge or official at a meet about a disqualification. If you have a concern about a disqualification, bring it to the coaches' attention immediately.
- Failure to follow swim courtesy:
 - Do not get in the water until your training session begins.
 - Do not swim over people in front of you.
 - If you want to swim around another person, tap their feet. It is the slower swimmer's responsibility to move over for the faster swimmer.
 - Leave the wall 5 seconds after the swimmer in front of you.

Failure to abide by the TTST Code of Conduct by either the swimmer or the parent/guardian may result in immediate disciplinary action against the swimmer and/or parent/guardian as determined by the coaching staff, and may include, but is not limited to:

- Suspension from practice and/or the right to attend as a spectator.
- Suspension from an event and/or the right to attend as a spectator.
- Suspension from a meet and/or the right to attend as a spectator.
- Suspension from the swim team.

- Forfeiture of all payments and/or credits for participation in an event and/or program.
- Dismissal from the swim team program.
- Any combination of the above.

Team Travel

Any swimmer participating in a USA Swimming or TTST travel event and/or meet will be subject to the USA Swimming Team Travel Policy in addition to the TTST Team Travel Policy. Individual swimmers and their parent/guardian will be required to sign a separate team travel policy prior to attending any team travel events.

Senior Swimmers

TTST Senior swimmers are the leaders of our team and therefore are expected to do everything within their power to reach their own personal highest potential as well as act as appropriate role models for younger TTST swimmers. All Senior swimmers will be required to sign a separate Senior Contract.

The Board of Directors will be notified of any disciplinary action by the coaching staff within one week of the action taken. Parents and/or swimmers have the right to appeal any disciplinary action to the Board. Requests for appeal must be made in writing to the Board of Directors within one week of disciplinary action.

3-Step Discipline Policy

It is the club policy to be inclusive at all times and to work with swimmers and their parents to help them reach the required standards of behavior. However, please remember that the Club has a duty of care over all its members and cannot allow the behavior of individuals to unduly affect the wider membership and younger members in particular.

Breaches of the Code of Conduct for Swimmers will be dealt with in the first instance by the Coaches/Team Manager

Step 1: The swimmer will be asked to leave the water quickly and quietly and proceed to the designated time out area for 5 minutes.

- a. Member will be named and told to take a time out.
- b. After 5 minutes they will be asked what they received the time out for, and then be allowed to resume practice
- c. Time out is at the coaches' discretion, and will be said in a direct way. "*Members name take a time out*". This direct approach is to lessen the emotional stress on the coach, member, and team as a whole. It should allow focused and positive resumption of training to resume at the end of the time out.
- d. Rebellious or emotional outburst due to a time out will not be tolerated. If it is occurring swimmer will be asked to change, and will be barred from the rest of the session. In these circumstances the swimmer will change and sit on poolside until the end of the session, unless the parent/caregiver is present to take that child home. Step 2 will also become necessary.

Step 2: Verbal warning will be made to the swimmer and their guardians of what happened. If all goes well, normal resumption of practice will immediately resume. If protest continues step 3 will become necessary.

Step 3: If a protest persists, written warning will be made to all parties. Depending on the severity of the incident plus discussions and meetings there could be outcomes of a swimmer being suspended until such time as determined by TTST.

Note: Any offence which in the coaches opinion is deemed serious enough can be escalated up the behavior system without recourse to prior sanctions. For instance a swimmer might be required to leave a session immediately, step 2 initiated without prior warning, if the offence warrants it. Any threatening, intimidating, aggressive, physical or inappropriate behavior will result in the swimmer immediately moving to step 2.

Final decisions on ongoing disciplinary matters will be made by the coaching team and Board of Directors. Any disciplinary decision can be disputed in a professional manner by members.

SENIOR SWIMMER CONTRACT

Senior swimmers are expected to do everything within their power to reach their own personal potential.

The following expectations and guidelines for TTST Senior Swimmers are set forth by the Head Coach and TTST Board of Directors. Each Swimmer and parent must sign and return this contract.

1. Attend a minimum of 96% of practices.

Each and every practice is a necessary component for success as a senior swimmer.

Senior level swimmers shall have limited interference from high school practices.

2. Arrive to practice on time with a positive attitude.
3. Train at or above a level appropriate for current experience and speed.
4. Foster a healthy coach-athlete relationship.

At the Senior level, the swimming relationship must be limited to coach/athlete in order for the swimmer to have reached an appropriate stage of autonomy. The individual who has the most influence of the athletes' success is the ATHLETE. Parental involvement at the Senior level should be that of fostering and nurturing swimmer/coach goal setting and decision making to attain the highest possible level of success for each swimmer.

5. Live lifestyle appropriate for achieving greatest personal success.

Senior swimmers must maintain appropriate nutrition, as well as abstain from the use of drugs, alcohol, and tobacco products.

6. Attend all competitions recommended by Senior Coach.
7. Participate in a various events (every distance) prescribed by Senior Coach.
8. Wear a **team color suit and team cap to all swim meets**
9. Conduct yourself with honor and selflessness at all competitions regardless of

circumstances.

10. Make yourself aware and available for opportunities to help with younger club members.

Senior swimmers are leaders on the team and must present a model for younger swimmers to follow.

Attributes and Characteristics of a Successful Senior Swimmer

(THESE ARE YOUR GOALS)

1. Has 100% attendance at practice sessions
 2. Does not arrive late or leave early from practice
 3. Understands that each practice is a necessary component for success
 4. Incorporates both a team and individual approach to swimming
 5. Loves to Race
 6. Loves the sport and is committed to it
 7. Has an open mind and believes that anything and everything is possible
 8. Has confidence in themselves and in the work they have put in, as well in the obstacles and challenges they have overcome
 9. Enjoys challenges and difficult tasks, understands that these challenges build character and help the process of success in and out of the pool
 10. Always seeks to do more than what is asked, is not satisfied with the minimum
 11. Understands that confidence, not arrogance is a key factor in successful performances
 12. Gives honest self-assessment in practice and meets
 13. Takes responsibility for their actions in practice and meets
 14. Understands that the "Athlete" has the most influence on the outcome
 15. Comes to practice prepared with proper equipment and nutrition (water, sports drink, power bar)
 16. Carries at all times spare suit, cap and goggles
 17. Consults the coach concerning injury or illness
 18. Consistently offers the coach feedback on personal technique, training and meet performances
 19. Practices good self-talk during all practices and meets
 20. Understands that focusing on the solutions is far better than focusing on problems
 21. Above all commits to doing everything within their power to reaching their goals and maximizing their own potential
- Keep a daily swim log

USA SWIMMING CODE OF CONDUCT

CODE OF CONDUCT (EXCERPTED FROM 2014 USA SWIMMING RULEBOOK)

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or

prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3

The following shall be considered violations of the USA Swimming Code of Conduct:

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Violation of the anti-doping provisions set forth in 303.3.

.3 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.4 Violation of any of the Athlete Protection Policies set forth in Article 305

.5 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306.

.6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or sub-stances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

.7 Bullying is prohibited. For the purposes of the Code of Conduct, the term “Bullying” shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members (“Members”) of an 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). Allegations of Bullying of an athlete by a coach shall be investigated under 304.3.13.

.8 A Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).

B Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

C A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals (i) having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship

between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.

D Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term "peer-to-peer sexual abuse" shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.

.9 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.10 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.11 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.12 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.13 Abuse:

A Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.

B Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.

.14 For any USA Swimming member club or coach to knowingly: A allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to coach or instruct any of its athlete members,

B aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible," or

C allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.

.15 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.16 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.17 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.18 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.19 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

ANTI BULLYING POLICY

PURPOSE

Bullying of any kind is unacceptable at TTST (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

vi.

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

Support the kids who are being bullied

- e. 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.
- f. 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.
- g. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Address bullying behavior

- h. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

- i. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- j. 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.
- k. 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.
- l. 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.
- m. 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.

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.

- n. Be a friend to the person being bullied;
- o. Tell a trusted adult – your parent, coach, or club board member;
- p. 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.”
- q. Set a good example by not bullying others.

- r. 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.

ELECTRONIC COMMUNICATION POLICY

PURPOSE

TTST (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club may have an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

TEAM TRAVEL POLICY

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by TTST or the LSC (Sierra Nevada Swimming, USA Swimming, etc.).

Section 1 - USA Swimming Required Policies

The following items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. This TTST travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- e. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- f. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- g. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- h. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- i. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).

- j. A copy of the TTST Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- k. Each athlete must sign a Liability Release and/or Indemnification Form prior to TTST team travel event.
- l. Each athlete must provide a signed Medical Consent or Authorization to Treat Form prior to TTST team travel event. Copies of all Medical Consent and/or Authorization to Treat will be in the coach's possession during all TTST team travel events.
- m. Curfews shall be established by Coach and/or Chaperones each day of the trip.
- n. Team members Chaperones traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- o. The directions & decisions of coaches/chaperones are final.
- p. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- q. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperone.
- r. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the TTST Board of Directors and the parent or legal guardian of any affected minor athlete.

Section 2 – Other Required TTST Policies

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. Only use hotel rooms with interior entrances; and
- d. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Respect travel vehicles;
- d. Follow TTST dress code when provided;
- e. Use appropriate behavior in public facilities;
- f. Follow established curfews;
- g. Must stay in assigned hotel room; and
- h. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Parent(s) responsible for getting swimmer(s) to stated departure and return point;
- e. Must participate in contracted group meals; and

- f. All travel reimbursement information and policies will be communicated to the swimmer/parent prior to TTST team travel event.

Code of Conduct / Honor Code

All team members, team staff, and parents of minors are apprised of the TTST Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

Honor Code at Team Travel Meets:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the TTST. Athlete behavior must positively reflect the high standards of the club TTST.
- g. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- a. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- b. Swimmers are to refrain from use of inappropriate language.