

# ONE Aquatics

2020-2021 Handbook - Policies and Procedures



"In order to race FAST, you need to train FAST"

"If it were easy, everyone would do it"

- Coach Evan Maczka

The purpose of this handbook is to outline the team's policies and procedures and help answer any questions you might have. If you still have questions after reading this, please don't hesitate to ask!

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## **Mission Statement**

We have ONE Mission: To cultivate tomorrow's champion swimmers through dedication and GRIT today within a safe and positive environment for all!

## **Purpose**

To offer a competitive year-round Club for serious swimmers interested in swimming beyond middle/high school by providing a challenging training program within a positive and competitive environment.

## **Philosophy**

We believe EVERY practice counts, EVERY set counts, EVERY lap counts, EVERY stroke counts! We believe that all swimmers should SWIM with a PURPOSE! We try and eliminate wasted practice time and make sure everything counts. Positive practices create positive results!

## **Culture/Environment**

Our goal is to create a culture built on hard work and determination here at ONE Aquatics. While winning and success are important, the growth of our athletes is more important. 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. Help your teammates grow through positive encouragement and a little push!

## **Attendance**

Attending all practices and meets is vital to the culture and environment of ONE Aquatics. It is expected that everyone's goal is 100% attendance. However, we realize that is not always possible throughout the course of a season or year. Life happens and some things are out of our control. That is why it's important to prioritize things that are within our control. As our philosophy states EVERY practice counts. Every meet counts as well--we can take what we learned from a meet and apply it to practice. Swimmers unable to maintain 85% attendance may lose their spot on the team. The same for swimmers who continually miss out on meets or scratch out of finals sessions.

## **Code of Conduct**

Expected behavior at all ONE related events:

Swimmers should be on time and prepared for every training session. This means in your suit with cap, goggles and ready to swim; or if dry land, in appropriate clothing ready to go when practice begins.

Behave in a respectful manner towards all people and property.

Always display good sportsmanship.

Encourage and participate in positive team spirit and morale.

Remember, doing the bare minimum not only affects you, but your contributions to the team as well.

Prohibitive behavior at all ONE events:

Use of alcoholic beverages or tobacco products

Use of illegal drugs.

Disruptive or inappropriate behavior, including failure to follow team guidelines

No “deck changes” permitted. Athletes are expected to use available change facilities.

Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and ONE Aquatics. Athlete behavior must positively reflect the high standards and core values of the team.

## **Roles within the club**

### Parent/Athlete roles

We believe parents should help create a positive and encouraging effort-based approach to supporting the athletes. They should handle the administrative part of team activities i.e registration, sign-up for meets etc; look after their athletes’ nutritional and health needs, be sure they are on time to practice and meets, get enough rest; in short, support their overall well-being. Parents should not coach their athletes which is confusing to swimmers especially if it conflicts with what they hear from their coach. If there are questions or concerns about coaching-related issues, they should speak directly to the coach regarding the issues and not in the presence of their swimmers. Keep in mind the following (from The Young Athlete by Bill Burgess):

1. Make sure your child knows that, win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, their competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful, but don't coach them. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their swimming skills and attitudes. Help them develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure
6. Don't compare the skill, courage, or attitudes of your child with other members of the team.
7. Get to know the coach so you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
8. Remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
9. Make a point of understanding courage, and the fact that it is relative. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

#### Parent/Coach roles

Parents and Coaches are the adults in the room and should serve as role models for our athletes. They should communicate respectfully with each other and refrain from inappropriate language. Parents should not coach their athletes -- leave the coaching to the coach(es). If there are questions or concerns about team-related issues, they should speak directly to the coach regarding the issues and not in the presence of their swimmers. Practice is never a good time for long discussions. They can email or text coach ahead of time and set up a time to discuss in person before or after practice or any other suitable time

#### Athlete/Coach roles

The coach should be a role model for the athletes, someone they can respect and trust will help them develop the skills and training programs needed to reach their goals. Coaches should know their athletes and use their best judgement on when to push them, but also recognize signs that the athlete is breaking down physically or mentally. They should use positive reinforcement and appropriate and respectful language at all times, never intimidation or condescension. Athletes should treat their coaches,

teammates, officials, and anyone else involved in ONE Aquatics activities with respect. They should work together to create a positive environment where everyone feels welcome and willing to work hard together. Athletes should feel comfortable voicing their concerns and frustrations and advocate for one another. However, any issues they want to discuss needs to be outside of practice times.

## Group Structures

In [positive psychology](#), flow, also known colloquially as being in the zone, is the [mental state](#) of operation in which a person performing an activity is fully immersed in a feeling of energized focus, full involvement, and enjoyment in the process of the activity. In essence, flow is characterized by complete absorption in what one does, and a resulting loss in one's sense of space and time. - Wikipedia

**FLOW ONE-** Designed for athletes 14 and up who have shown the ability to be in “flow” during key sets and races. Must have national age group motivational A time standards in two 200s of different strokes and the 400 IM (SCY or LCM.) Practices range from two - four hours, up to seven days a week and on occasion ten practices per week. Meet participation required

**Equipment used:** Kickboard, pull buoy, paddles, snorkel, tempo trainer, bands, pipe, mesh bag, 2 tennis balls.

**FLOW 2-** Designed for athletes ages 12-17 who are looking to be in “flow” more often during practices and races. Must have national age group motivational BB time standards in two 200s of different strokes and the 400 IM (SCY or LCM.) Practices range from one and a half to two and a half hours Mon, Tue, Thu, Fri (with Flow ONE). Meet participation required.

**Equipment used:** Kickboard, pull buoy, snorkel, bands, pipe, 2 tennis balls.

**Boarding Student-** Designed to provide members of Deerfield Academy, Northfield Mount Hermon, and Eaglebrook swim teams with off season training to improve technique and maintain fitness. No attendance requirement, although you are encouraged to participate as much as you can. Swimmers in this group may compete in meets either unattached or with their "hometown" teams.

## **Fees**

We want to keep things simple for you at ONE Aquatics so you can focus on encouraging your athletes. This is why your annual fee covers most training and meet related expenses. It can be paid monthly, quarterly, biannually or in full.

**FLOW ONE \$320/month** - seven days a week (with rest days built into the schedule)  
Includes: ALL meet fees (avg \$750/year), STRIDES memberships/classes (\$700/year) US registration (\$80/year), team suit (\$50-\$75 every 2-3 years), expected equipment (\$250 plus replacements), apparel (varies per year), and clinics/guest speakers etc (varies per year)

**FLOW 2 \$240/month** - four to five days a week  
Includes: ALL meet fees (avg \$600/year), US registration (\$80/year), team suit (\$50-\$75 every 2-3 years), expected equipment (\$200 plus replacements), apparel (varies per year) and clinics/guest speakers etc (varies per year)

### **Boarding Students \$300/year** (training ONLY)

If swimmers aren't US registered, it's \$20/year for flex membership (2 non championship meets year) or \$80/year for regular membership (can participate in any meets. US registration is required for insurance purposes. IF swimmers wish to compete in meets or any clinics etc they are responsible for fees. Equipment/apparel/STRIDES not included.

Monthly payments due the 1st of each month Sept-Aug

During the pandemic the monthly fees have been reduced to \$270/200 respectively as long as we are able to continue practicing but with no meets.

## **Communication/Technology Policy**

Electronics, including cell phones and games, during meets and practices are a distraction and take away from the team energy. Team members should be cheering on their team, listening to coaches, and interacting with their teammates. No non-emergency electronics usage is allowed on deck without permission of the coach with the exception of music during downtime at meets, listened through earbuds.

Phones must have the ringer set off. Phones can be used to contact parents before or after practice. Phones with cameras (most of today's cell phones) must be stored in

your swim bag while in the locker room. In this electronic age, every member of the ONE Aquatics needs to be aware of the far reaching effects of data posted to web sites, email, and other electronic mediums. This includes photos, text messages, blog sites, and messages posted to sites like Twitter, Facebook, etc. Before posting anything on the internet or texting someone, we want each member to ask themselves the following question: Would I send this to my parents, coaches, or teachers? If you cannot answer "yes," you should not send. Your future is too important to be affected by an action that is impulsive and rash. 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.

ONE Aquatics encourages open dialogue that helps strengthen the mission, purpose and values of the team. If you have a concern or just want to check in with a coach, please remember the following:

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 their 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.

Violation of these rules will result in a verbal warning or a disciplinary meeting with the violator, parents, and coach(es). Consequences will be determined by the Head Coach and can range from a one week suspension from practice to the member being excluded from the next meet and/or travel trip.

## **ANTI-Bullying Policy**

Bullying of any kind is unacceptable at ONE 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 (or a parent or athlete who will in turn share with the coach).

ONE Aquatics adheres to the USA Swimming Code of Conduct in defining and dealing with bullying. Please refer to the full policy on our website.

## **Tech Suit Policy**

As the tech suit debate continues ONE Aquatics has the following belief, “The suit doesn’t swim fast, the swimmer does!” We encourage swimmers to focus on the small details to get faster instead of relying on a suit. Each season coaches will notify swimmers which meets tech suits will be recommended.

## **Team Travel Policy**

ONE Aquatics has adopted USA Swimming’s Team Travel Policy, available on our website under documents.

## **Minor Athlete Abuse Prevention Policy**

In June of 2019 USA Swimming adopted the Minor Athlete Abuse Prevention Policy and requires all Clubs to have a version available for members. ONE Aquatics has its policy on our website under documents. All members (parents, athletes, coaches and non-athlete members) must read and agree to the policy to complete registration.

## **Meet Expectations**

As stated earlier meets are an important part of the overall growth as a swimmer. We believe that EVERY athlete on ONE is a “holistic swimmer,” not just a sprinter or distance swimmer, or breaststroke specialist. Learning how to race is just as important as learning how to practice. Since registration includes all meet fees swimmers and families are only asked to commit to meets by the day/session. Coaches will pick events. Swimmers are expected to complete the IMX challenge throughout the course of the year. Swimmers are expected to be focused for their events and cheer on their teammates. Warming up and warming down are part of the racing process and should be done whenever possible.

## **Common teaching language/drills**

Like most sports, swimming has language and drills that are specific to the sport. To help parents and athletes understand some of the terms used most often by coaches we have put together a Common Teaching Language/drills document available on the website.

## **Parents Pledge**

I will encourage good sportsmanship by my actions, demonstrating positive support for all swimmers, coaches, and officials at every practice and competition.

I will place the emotional and physical well being of my child and others ahead of my desire to win.

I will encourage my child to swim in a safe and healthy environment by maintaining a respectful and courteous attitude of others.

I will promptly inform my child's coach of any physical/mentally disability or challenge affecting my child that may affect the safety of my child or others.

I will teach my child that doing their best is more important than winning.

I will not ridicule, bully, blame, or yell at my child or other swimmers, coaches, officials or volunteers in response to poor performance or for any other reason.

I will do my best to make swimming fun at all times and will remember that my child participates in sports for their own enjoyment and satisfaction.

I will teach my child to treat others swimmers, coaches, fans, volunteers, officials, and facility staff with respect, regardless of race, creed, color, sexual orientation or ability. I will also take action and report any acts of bullying, harassment, or abuse to the appropriate authorities.

I will applaud any effort in both victory and defeat emphasizing positive accomplishments and learning from mistakes.

I will teach my child to resolve conflicts calmly and peacefully without resorting to hostility or violence.

I will be a positive role model for my child and others.

I will demand a swimming environment for my child that is free of drug or alcohol abuse and agree that I will not use or provide to a third-party any illegal drug prohibited by applicable federal, state, or municipal law.

I will not assist or condone any athlete's use of a banned substance as described by the International Olympics Committee, USA Swimming, FINA, or United States Olympic Committee, or, in case of athletes, to use such drugs or refuse to submit to properly conducted drug tests administered by one of these organizations.

I will expect my child's coach to be in compliance with all requirements of United States Swimming to continue their education and training through programs offered by USA Swimming, New England Swimming, and other credential organizations.

I will respect my child's coach and refrain from "sideline coaching" my child or other swimmers.

I agree to educate myself on proper procedures to follow when establishing or terminating a coaching relationship.

I will respect the decisions of officials, their authority and decisions during competitions and teach my child to do the same.

I will show appreciation and recognize the importance of volunteers and club officials. I will fulfill my responsibility to help my club with membership, special projects, and competitions.

I will become familiar with the rules of USA Swimming and teach my child accordingly.

I will support and respect all swimmers and their right to participate.

I understand that coaching decisions are made for the best interest of each individual, as well as the team, and should therefore be respected and supported.

## COVID 19 Precautions

The health and safety of our athletes, staff, and volunteers remain our highest priority. Below, you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible while also allowing our athletes to train. We are:

- Intensifying cleaning, disinfection, and ventilation within our facilities and premises: such as cleaning and disinfecting frequently touched surfaces on the bleachers, pool decks, hand washing stations in between and during practices. No shared objects such as kick boards, goggles, pull buoys will be allowed. We will ensure safe and correct use and storage of disinfectants. All doors into and out of the facilities will be disinfected periodically and between practice groups.
- Reducing physical closeness or contact between swimmers; a limit of three swimmers per lane, with at least one at the opposite side of the pool. We ask parents not to come into the building (except the social distance monitor). We ask parents to maintain social distancing during drop off and pick up. There will be signage at all entrances and exits to educate children about social distancing and handwashing. Unnecessary physical contact is discouraged, such as high-fives, handshakes, fist bumps, and hugs.
- Postponing travel outside of our community: We ask that you notify us if you do travel outside the greater Western Massachusetts area. We would like to help the Department of Public Health in their tracing efforts if anyone does fall ill in our community.
- Requesting that appropriate face coverings be worn at all times while on campus, except when swimming.

Anyone who is sick or has been in contact with someone who has COVID-19— including athletes, family members, coaches, or staff— should not attend practices. Be on the lookout for symptoms of COVID-19, which include fever, cough, or shortness of breath. Call your doctor if you think you or a family member is sick.

If you have a specific question about this plan or COVID-19, please contact Evan Maczka, 310-806-0726 for more information. You can also find more information about COVID-19 at [www.cdc.gov](http://www.cdc.gov).

We look forward to seeing you.

Thank you and stay safe,