

**PRINCE WILLIAM SWIM CLUB HANDBOOK**

**2021-2022**

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**COACHING STAFF:**

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| --- | --- | --- |
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| Asst. Head Coach | Jonathan Parker | parkerjr4@yahoo.com |
| Pre-senior Coach | Greg Giovinazzo | Gregory.Giovinazzo@tsa.dhs.gov |
| Adv. Junior Coach | Rick Juhlin | juhlin.r@gmail.com |
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| Adv. Junior Coach | Kathy Meltzer | va.meltzers@gmailc.om |
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**BOARD OF DIRECTORS:**

|  |  |  |
| --- | --- | --- |
| President | Becky Howery | crickethowery@comcas.net |
| Vice-President | Annemarie Juhlin | ajuhlin@msn.com |
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|  |  |  |
|  |  |  |

**Vision Statement**

The vision of the Prince William Swim Club is to foster swimming as a fun, lifelong activity in a safe and supportive family-oriented environment. Our goal is to build outstanding, well-rounded athletes through team activities promoting personal achievement, self-discipline, goal setting, time management and team spirit.

**Mission Statement**

The mission of the Prince William Swim Club is to create and sustain a high-quality competitive swim program in a safe and supportive team environment.  We emphasize the involvement of all ability levels, the highest quality and consistency of coaching, and family participation. We strive to qualify swimmers to compete in local, state, regional and national competitions.  The success of our program is defined by the lifelong enjoyment of swimming.

**Program Goals**

* Foster enjoyment of lifelong swimming beyond the high school years to include collegiate varsity and club swimming and masters swimming.
* Encourage swimmers to be well-rounded citizens who challenge themselves mentally and physically.
* Maximize individual swimmer’s potential, in and out of the pool.
* Create an inviting, positive, safe and supportive training environment
* Emphasize inclusion, cooperation, and sportsmanship among swimmers.
* Promote community service

We maintain a safe and supportive team environment

**CHAPTER ONE: Team Overview**

Prince William Swim Club, "Amberjax", celebrates over four decades of competitive swimming excellence in Prince William County.  The Amberjax is a family oriented competitive swim team that was founded by the Hayes family back in 1980. The team offers programs tailored to the skills and competitive interests of children 5-18. Our programs have been designed to meet the needs of our swimming families with programming ranging from our Competitive Year-Round Swimming and rigorous Elite Training Track, to our Junior Program and High School Prep Programs.

Our Staff is passionate about our sport, and we love to educate our swimmers not only about swimming as a sport, but also about what it means to be an athlete, introducing our swimmers to proper training techniques and mechanics, the proper nutrition for athletes as well as the importance of goal setting and commitment.

The Amberjax family focuses on achievement in swimming as an aspect of well-rounded development. The team stresses achievement in school and encourages team members of all ages to participate in other sports and recreational activities.  We can proudly state that some of our Amberjax swimmers have gone on to receive scholarships and swim competitively at Virginia Tech, University of Virginia, Old Dominion University, North Carolina State, Bucknell, Temple, East Carolina University,  Mary Washington College, New York University, Savannah College of Arts and Design and Howard University to name a few. Amberjax Alumni often come back home from college in the summer to coach Prince William County summer league teams such as Southbridge, Old Bridge, Dale City Frogs, Westridge and Veterans Park.

**1.1 Virginia Swimming**

Virginia Swimming Inc (VSI) is our local governing body (LSC). The teams in VSI are divided into areas, regions, or districts for competition. These are based on pool availability, number of swimmers and geographical location. PWSC is in the Northern Virginia District.

Our national governing body is USA swimming.

**1.2 Team Logo and Colors**

Our team logo is an Amberjax which is the team’s nickname. An Amberjax is an Atlantic and Pacific fish considered to be extremely fast and can maneuver very well, which makes it difficult to capture. Our team colors are black, grey, and royal blue.

**1.3 Sport Fair and SPEEDO Team**

Our vendor is Sport Fair which is located in Arlington ([www.sportfairusa.com](http://www.sportfairusa.com)), and we are a SPEEDO sponsored team. Although it is not required, we strongly encourage that you support our vendor and our sponsor. They in turn supports us by donating coaches’ apparel and apparel to swimmers who qualify for high level meets such as Junior Nationals.

**1.4 Team Locations**

* *Dale City Recreation Center*: 14300 Minnieville Road, Woodbridge VA
* *Chinn Aquatics and Fitness Center*: 13025 Chinn Park, Woodbridge VA
* *Prince William County Aquatic Center @ Colgan High School*: 13833 Dumfries Road, Manassas VA
* *Veterans Memorial Park* (summer only): 14300 Veterans Drive, Woodbridge VA

**1.5 Team Mailing Address**

Prince William Swim Club c/o Lorena Caballero 12513 Manchester Way Woodbridge, VA

**1.6 Swim Season**

This season all swimmers will begin practice on Tuesday September 8th. We are an 11-month program that runs from September thru end of July; and the year is divided into two competitive seasons: short course and long course. The Short course meet season which is held in a 25 yard pool runs from September thru March. Long course meet season is swam in a 50 meter pool and it goes from mid-April thru end of July (mid August for those qualifying swimmers). There is a week break in between the two seasons which coincides with PWCS Spring Break.

**1.7 How to Become a Member**

Membership is open to boys and girls, ages 5 – 18 and registration usually opens in late May/mid-June. You can register your swimmer electronically via our website ([www.teamunify.com/vapwsc](http://www.teamunify.com/vapwsc)). Swimmers wishing to join PWSC should contact the Head Coach, Lorena Caballero at colore5@comcast.net. After the season starts, swimmers may join the team if space is available. Availability of openings on the team will be determined by the number of swimmers on the team and in individual groups, the number of hours of pool time available, and the age and ability of the prospective swimmer.

**USA Swimming Membership Requirement**

USA swimming membership entitles a swimmer to enter all USA Swimming events for which he or she qualiﬁes. A swimmer must have a current membership or have already applied for one to swim in a USA swimming meet. Membership is included in the PWSC registration fee each year. This membership includes insurance, which covers the member during supervised team practices and events and at USA swimming meets. It is secondary to other insurance carried by the swimmer’s family.

*USA Swimming Number* - Each registered swimmer is assigned a USA Swimming membership number. This is a 14-digit (number/letter) identiﬁcation; composed of mm/dd/yy of birthday, 1st 3 letters of your ﬁrst name, MI, and 1st 4 letters of your last name. When signing your child up for registration, please make sure the DOB is correct as this will affect the USA number. If the DOB is incorrect it will not match up with prior registrations, or if it is first time in USA swimming, it will give you an incorrect age.

*Facilities:*

Any family member who wishes to workout while their swimmer is at practice, is required to have a membership to use any part of the facilities.

**1.8 Team Shirt and Swim Cap**

The registration fee includes the cost of a PWSC t-shirt and latex swim cap. Shirts and caps are handed out usually the first week of October. If joining the team during the season, a shirt and cap will be provided as soon as possible. If joining after March, only a swim cap will be provided.

The team swim cap must be worn when competing.

**CHAPTER TWO: COACHING**

**2.1 Coach’s Responsibilities**

The Head Coach’s job is to supervise the entire competitive swim program. PWSC’s coaching staff is dedicated to providing a program that demonstrates the value of striving to improve oneself. Our coaches manage all matters affecting training and competition. Enthusiastic swimmers and supportive parents get the most out of our program.

Coaches:

1. Place swimmers in practice groups according to age and ability level.
2. Determine when a swimmer is ready to move to a more challenging practice group.
3. Develop stroke instruction and the training regimen. Each group’s practices are based on sound principles and geared to the goals of that group.
4. Determines which meets PWSC swimmers may attend and recommends/chooses which events he or she should compete.
5. Conducts and supervises meet warm-ups for the team.
6. Offer constructive criticism regarding the swimmer’s performance following a race. It is the parent’s job to offer love and encouragement regardless of their swimmers’ performance.
7. Organize relay team placement.

**2.2 Coaches’ Code of Conduct**

Expected Behavior of all PWSC coaching staff:

* At all times, adhere to USA Swimming’s rules and code of conduct.
* Set a good example of respect and sportsmanship for participants and fans to follow.
* Act and dress with professionalism and dignity in a manner suitable to his/her profession.
* Respect officials and their judgment and abide by the rules of the event.
* Treat opposing coaches, participants, and spectators with respect.
* Instruct participants in sportsmanship and demand that they display good sportsmanship.
* Coach in a positive manner and do not use derogatory comments or abusive language.
* Win with humility and lose with dignity.
* Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
* Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
* Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
* Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club’s board of directors

**2.3 Coaching Staff**

**LORENA CABALLERO;** Head Coach and Team Manager

Coach Lorena was born and raised in Peru, where she swam competitively for 8 years.  She moved to the United States in 1990 to attend American University where she graduated with a Bachelor’s Degree in Communications. Coach Lorena has been involved with the Prince William Swim Club for the past 15 years, first as a parent and then as a coach.  She joined the coaching staff in September of 2004 and started coaching the junior group.  Since then she has coached basically every group.  She coached the Adv. Pre-Senior for 5 years, before becoming the Head Coach and coach of the Senior group.  This is her fifth year as Head Coach.  She is a Level 2 certified swim coach, working on her level 3.

Coach Lorena has two children.  Rafael (“Raffo”) who is 23 and works at Northop Grumman as a Mechanical Engineer.  He swam with the team for 12 years. She also has a daughter, Isabella, who is 17 in the Senior group and attends Woodbridge High School.  Her husband, Luis, is also very involved with the team.  He is a board member at large, does computer set up for our meet and is our Officials chair with VSI.

Proud moments for Coach Lorena were when she became a US citizen in March of 2013 and when she beat stage 1 breast cancer in 2018.

**JONATHAN PARKER;** Assistant Head Coach

Coach Jonathan has been swimming since he was 11.  He was a summer league swimmer swimming for the Lakeridge Lancers for 8 years.  He got himself recruited to the Wingate University Varsity team where he specialized in sprints.  He also had the opportunity to be a part of the conference champion team in 2011.  He then transferred to James Madison University. He became a member of the club swim team for 4 years participating in club nationals every year in Atlanta, Georgia.

He graduated JMU with a degree in Sports and Recreation Management and a minor in Business. Coach Jonathan also earned a masters degree from Concordia University Chicago in Sports Leadership. He is currently working on his education classes to become a teacher.

Coach Jonathan will be entering his fifth season with the Amberjax, and is excited for his first season to co-coach the Seniors.  He will also be entering his fifth season coaching APS/PS.  He is an ASCA Level 2 certified coach. Coach Jonathan has also been coaching with the Lakeridge Lancers for 10+ years.  He is certified as a Level 2 Master's Coach, and he coaches at the Onelife Fitness in Stonebridge.  He is now a member of the Freedom Aquatics Masters Team and is aiming to qualify for short course nationals.  Additionally. Coach Jonathan is hoping to get back into coaching High School Swim.

**GREG GIOVINAZZO;** Pre-senior coach

Coach Greg brings over 20 years of experience in the sport of swimming to the PWSC Amberjax.  Coach Greg swam collegiately at the State University of New York (SUNY) College at Oneonta where he served as the captain of the Men’s Swimming and Diving Program. He has extensive experience working with swimmers of all ability levels, helping challenge them to achieve their goals while also emphasizing the importance of having fun and enjoying the sport.  He is looking forward to providing a fun filled experience for the swimmers and their families this season.

**RICK JUHLIN**; Adv. Junior coach @ Dale City
Coach Rick was born and raised in Ormond Beach, Florida where he began his lifelong involvement with swimming and anything that had to do with water. Growing up with older sisters who swam, led him to join the swim team as a child and started the journey.

Coach Rick worked as an Ocean Rescue EMT for 14 years and during this time he competed in USLA sanctioned Regional and National competitions. For six summers he was also an instructor, and eventually became the lead instructor for the Junior Lifeguard Program, coaching and mentoring the children on his team and taking them to USLA Junior Regional and National competitions.

After enjoying this life of swimming, surfing in different parts of the world, free diving for lobsters in the Florida Keys, and more, he returned to school and got his degree from George Mason University to settle down. He has worked as a Physical Education TA, and now works with Autistic children for PWC Schools. He joined the Amberjax family seven years ago. He started coaching the Junior 2’s and for the past four years has been coaching the Adv. Juniors.

**MELLORA KING;** Junior 2 and Adv. Junior coach @ Dale City

Coach Mellora began competing competitively in the sport at the age of ten. She participated in both the YMCA and USA Swimming programs, as well as high school and local leagues in Delaware where she grew up.

Since returning to the sport six years ago, she has started competing again, and qualified for US Master’s Swimming (USMS) Short Course Nationals this past season.

This is Coach Mellora’s fifth year with the team. She is currently working on her level 2 certification with the American Swim Coaches Association (ASCA).

She and her husband, Matt, reside in Montclair with their two daughters. Catherine, their eldest, is an Amberjax age group swimmer.

**KATHY MELTZER;** Adv. Junior @ PWCS Aquatic Center

Coach Kathy is excited to start her fifth year coaching for Amberjax swimming and loves to help the Advanced Juniors improve as swimmers and individuals. Kath has coached summer swim since 2005, first with the Meadowbrook Makos, and currently with the Wellington Dolphins in PWSC. Before coaching with the Amberjax she spent one year with the Potomac Marlins. Coach Kathy is a level II ASCA certified coach, and is a Water Safety Instructor. Coach Kathy teaches the Water Safety Swim program at Colgan H.S and is a PWCS Substitute teacher with a Masters in Elementary Ed K-8, in addition to coaching the Amberjax Advanced Junior group at Colgan. Since moving from Arizona in 2003, she resides in Manassas with her 4 kids and 2 dogs.

**WENDY MCGRAEL;** Junior 2 coach @ PWCS Aquatic Center

Coach Wendy has over 15 years of combined swim coach experience between the NVSL, PWSL, Swim America and York Swim School. She is currently the Head Coach for the summer team Wellington Dolphins. Wendy is an ASCA certified Summer League Coach and is working towards her ASCA level II Certification.

Wendy works hard to ensure that her swimmers learn important character traits as well as proper swimming techniques. She believes in focusing on stroke technique through drills, starts, turns and finishes. She wants her swimmers to have a good time while being part of the team and learning to love the sport of swimming as much as she does.

She is the mom of two Amberjax swimmers, Abby and Evan, as well as one non-Amberjax, Aidan. When she is not on the pool deck, Wendy is a full time K-5 Math Teacher/coach at Kerrydale Elementary School.

**SHAILA WILLIAMS;** Junior coach @ DCRC and PWCS Aquatic Center

Coach Shaila "Shay" is joining the Amberjax family to coach the Juniors at the Aquatic Center (M/W) and Dale City (T/Th).  She has been an assistant coach for the Southbridge Seals, under Coach Greg, for the past four years.  She had previously been a swimmer on the team and she also swam for Potomac High School (Go Panthers!!) from where she graduated in 2017.  When she turned 18 she wanted to give coaching a try and test the waters (no pun intended).  And she was glad she did it because she discovered her passion to work with kids.

She is currently a Junior at George Mason University where she is working to get her Bachelors Degree in Kinesiology.

She is very excited for the opportunity to pass her knowledge down to the younger swimmers and meet everyone.  Her goal is to help swimmers strive for success and achieve their goals, while having fun and developing a love for the sport.

**CHAPTER 3: SWIM PROGRAM**

**3.1 Philosophy**

PWSC’s mission is to give swimmers the best coaching available, increase their skills and conﬁdence (both in and out of the pool), create lasting friendships, have fun, and most of all give them a life-long interest in both swimming and leading a healthy, active lifestyle. Our goal is to develop a progressive skill program based on age and ability; as well as provide a national level program at the Senior level. Our program is designed to instill a love for the sport while learning sportsmanship, teamwork, responsibility, and self-discipline.

**3.2 Participation**

Participation with PWSC involves attending practice, listening, and following the coach’s instruction, participating in team competition, and paying fees on a timely basis. As athletes committed to the sport of swimming, all PWSC swimmers are expected to conduct themselves appropriately at practice, swim meets, and social events. The base of this code of conduct is RESPECT.

**3.3 Swimmer’s Code of Conduct**

Swimmers will abide by these rules:

* Will always respect and show courtesy to teammates and coaches.
* Will demonstrate good sportsmanship at all practices and meets.
* Will set a good example of behavior and work ethic for younger teammates.
* Will be respectful of teammates’ feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
* Will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
* Will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
* If there is a disagreement with an official’s call, the coach and not the swimmer will approach the official directly.
* Will obey all of USA Swimming’s rules and codes of conduct.

**3.4 Expectations of Practice**

A swimmer will:

1. Maintain a cooperative and respectful attitude toward the coach.
2. Maintain conversational voice levels.
3. Will NOT run on pool deck, push, or shove another person either in or out of the water, splash, chew gum, spit, or engage or use obscene, derogatory, or profane behavior or language.
4. Swimmers should be in the pool area with all necessary equipment, ready to begin practice on time.
5. Respect the personal property of teammates or restitution for damage will be expected.
6. Attend regular practice sessions as determined by the respective swim group coach.
7. Be responsible for his/her swim gear and keep all facilities clean.
8. Demonstrate cooperativeness and respect towards all persons involved with PWSC.
9. Refrain from playfulness deemed by the coach that can become frightening, harassing, and hurtful to others.
10. Resolve differences through conversation and compromise. Disputes not successfully resolved verbally should be referred to the coach.
11. Practice lane etiquette. Swimmers who stop in the middle of any set for any reason should rejoin his/her lane as quickly as possible with the least disruption as possible.
12. Refrain from the use of addictive substances. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
13. All TEAM functions, whether it be practice, meets, or social gatherings, the PWSC coaching staff expects all members to behave in such a way that their actions reﬂect positively on the team. All members of the Team, whether they are parents or swimmers, should continue to protect and improve the excellent reputation of the Team.
14. The coaching staff will deal immediately with any behavior resulting in the slapping, hitting, or punching any swimmer, in jest or in anger. The PWSC coaching staff will also deal immediately with any crude and/or threatening language or behavior.

**3.5 Disruptive Behavior**

* *During Practice:*
	+ Disruptive behavior during practices will not be tolerated and will be handled by the coaches. The intent of practice is to improve technique and endurance. If necessary, the coach reserves the right to dismiss and/or suspend the swimmer from practice.
	+ If the swimmer has been dismissed from practice, they may NOT leave the pool deck area until the practice session is over and the coach personally speaks with and dismisses the swimmer.
	+ Should the disciplined swimmer wish to call his/her parents for immediate pickup, he/she must inform the coach.
	+ The swimmer must remain on pool deck until the parent arrives and the coach is notiﬁed that the swimmer is now under parental supervision.
	+ The discussion of the incident must be postponed until a time is convenient for the coach.
	+ It is the coach's responsibility to inform the parent(s) following a reprimand that dismisses the swimmer from practice. This may be done verbally (in a private location) or in writing.
	+ Under no circumstance will the coach, while coaching on deck, engage in a conversation with a parent concerning an individual disciplined during a practice session or when there are still swimmers on the pool deck.
* *During Meets:*
	+ You represent PWSC. Poor manners, poor sportsmanship, and poor behavior reﬂects negatively on all PWSC members and could jeopardize our invitation at future meets and will be appropriately dealt with.
	+ It is against USA Swimming Inc. rules for parents to be on deck during a meet. Only swimmers, coaches, and parents registered with USA Swimming Inc. and serving in a meet capacity, are allowed on deck. The only exception are timers and other preapproved meet volunteers. Parents on deck without permission will ﬁrst be asked to leave. If a parent does not, they will be asked to leave the swim meet.
	+ As a matter of courtesy, all questions swimmers or parents have concerning meet results, an ofﬁciating call, or the conduct of a meet, should be referred to the coaching staff only. They, in turn, will pursue the matter through proper channels. Any complaints received by the team from a USA Swimming ofﬁcial or meet host with respect to a particular swimmer or parent will be dealt with in accordance with our Code of Conduct.
	+ As a matter of pride, leave the PWSC team area in a neat and clean condition at the conclusion of each session.
	+ With regard to which events a swimmer competes in, the coaching staff shall have the ﬁnal word. PWSC team members are never to add or scratch events without ﬁrst consulting a team coach.

**3.6 Disciplinary Procedures**

The following are procedures that will be followed to ensure all families and swimmer have the full benefit from their swimming and team experience.

Behavior: Every participant on the PWSC team has a right to be treated with respect, dignity and fairness, and to participate in an environment that is enjoyable and safe. Harassment, abuse and other forms of inappropriate behavior deny participants these rights and will not be tolerated. Swimmers and/or parents who are unable to meet our minimum acceptable behavior will be suspended from the team, but all financial obligations will still be expected and enforced.

Counseling: A coach will counsel a swimmer or parent who displays disrespectful behavior. If the behavior represents a serious lack of respect for another swimmer, coach, official, other adult, or facility, that swimmer’s participation in the practice or meet may be terminated. In such a case, the swimmer’s parent(s) will be notified of the circumstances in writing. Notification may include a warning that further manifestations of disrespectful behavior may result in suspension or dismissal from the team.

Suspension - A swimmer or parent may be required to reexamine his or her commitment to the sport and the team by being suspended temporarily from participation in swim practices, swim meets, and other activities sponsored by the team. The circumstances warrantingsuch a suspension generally involves a serious breach of the Swimming Code of Conduct or team policies and procedures. A coach may recommend suspension to the Board of Directors who investigate and evaluate the event, reach a decision, and inform the swimmer’s parent(s) verbally and in writing in a timely manner. In the event of suspension from the team, no refunds of fees paid will be made.

Dismissal: A swimmer or parent may be directed to terminate his or her affiliation with the PWSC team for the remainder of the swimming season for an exceptionally serious breach or series of breaches of the Code of Conduct or team policies and procedures. A coach may recommend the dismissal of a swimmer or parent to the Board of Directors, who investigate and evaluate the event, reach a decision, and inform the swimmer’s parent(is) verbally and in writing in a timely manner. In the event of dismissal from the team, no refunds of fees paid will be made.

**3.7 Dry-land Program** (currently not offered due to COVID)

Dry-land activities are an important part of PWSC training philosophy. It is almost as important as pool time; therefore, athletes should behave accordingly and dress appropriately.

PWSC offers dry-land programs for Senior swimmers three times a week at Dale City Rec Center and for our Adv. Pre-seniors and pre-senior swimmers at PWCS Aquatic Center.

Expectations **–** We want dry-land training to be worthwhile, advantageous to the swimmers, and fun. Listed below are some reminders as you embark on a great dry-land season.

* **Wear comfortable clothing** – T-shirt, tennis shoes and shorts or sweatpants are required.
* **Arrive on time and plan to work the entire scheduled time** – Workout are between 30-45 minutes. Each wasted opportunity means one less step toward achieving your goals!
* **Recovery is important to good training** –Spend recovery time stretching, getting a drink, or moving to the next station.
* **There will be no unnecessary talking between sets** – Do not spend your recovery time talking. First, there should not be enough time; secondly, you are distracting your teammate’s workout!
* **Be honest and complete your training** – Do not skip sets or days! Do what is requested carefully, completely, and honestly. Remember that there are only so many opportunities to create the best swimming machine you possibly can by the championship season. Do not waste any opportunities!
* **Stretching**: make sure you spend some time towards the end of the dry-land session for stretching your muscles.

**3.8 Equipment**

Parents are responsible for purchasing the following equipment for their swimmers. You may order this equipment online via Sport Fair or at our Parent Meeting at the beginning of the year where our Vendor (Sport Fair) will set up a shop.

*Junior:*mesh equipment bag, kickboard, Speedo Trialon fins; junior size pull buoy (optional)

*Advanced Junior:*mesh equipment bag, kickboard, Speedo Trialon fins, and junior size pull buoy

*Advanced Pre-Senior & Pre-Senior:*mesh equipment bag, kickboard, Speedo Trialon fins, junior size pull buoy, Speedo Power Paddles, Speedo Bullet Head or Hydralign Snorkel, drag socks

*Seniors:*mesh equipment bag, kickboard, Speedo Trialon fins, pull buoy, Speedo Power Paddles, Speedo Bullet Head or Hyrdralign Snorkel; Speedo Training Bands; drag socks

General notes regarding equipment:

* It is recommended that all swimmers have a “practice” suit and a separate “team” suit.
* Do not leave your equipment on deck and remember to write your child’s name on everything.
* Please check that fins fit appropriately as you swimmer grows. A small fin can be extremely uncomfortable.
* Wrap unique tape around the snorkel to make sure you can identify your own.

**3.9 Problems and Questions Procedure**

All of your questions should be directed to the person who can answer or solve your problem. Follow the guidelines below to get answers and solve problems quickly. These guidelines promote open communication between parents, swimmers, and coaches.

* Problems or questions regarding practice, stroke instruction, meets, team rules and the training program should be discussed with the individuals below, in the following order they are listed, until you are satisﬁed that the problem is resolved, or the question answered:
	+ Group Coach
	+ Head Coach
	+ Board of Directors
	+ Coaches are usually available after practice unless there is another practice or too much activity on the pool deck to constructively converse. Contacting coaches by email is the preferred method of communication and greatly appreciated. If email is insufﬁcient, you and the Coach can arrange a time to speak directly.
* Problems or questions regarding any other area of the team should be discussed with:
	+ Team Manager
	+ Board of Directors
	+ Please refrain from discussing problems with other parents as this typically does not lend itself to constructive resolution. Very rarely, and only for real emergencies, will the Board of Directors meet outside normal meeting times. If you need to address the Board of Directors or need their assistance to resolve any difﬁculties, you can e-mail the Board President. In turn she/he will bring your issue to the remainder of the board to come to a resolution.

**CHAPTER 4: PARENT’S ROLE AND RESPONSIBILITIES**

**4.1 Parent’s Role**

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this relationship. Any practice or team related problems should be constructively addressed with the coach. Parents are welcome to email the coach or, if time permits and there are no swimmers in the area, speak to the coach after practice. Parents are not permitted to engage the coach during practices or while the coaches are otherwise engaged with their swimmers. Our swimmers’ training and safety are our priority. Distracting a coach is a Code of Conduct violation.

The coach’s job is to motivate and constructively criticize the swimmer’s performance. It is the parent’s job to supply the love, recognition, and encouragement necessary to make your swimmer work harder in practice, which in turn gives him/her the conﬁdence to perform well. Always be supportive to ensure a positive experience for your swimmer. Your “assignment” as a “Swim Parent” is to learn about the sport just like your swimmer, so you can both grow and love the sport together. It is best for parents to refrain from making stroke corrections or trying to coach their swimmer. If you disagree with something the coach is trying to do, please confer directly with the coach. Our coaches would enjoy the opportunity to further explain the PWSC program to you.

Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/her child(ren)’s abilities. Please do not compare the progress and development of your child with that of another child. The following guidelines will help you keep your child’s progress and development in the proper perspective and help your swimmer reach his/her full potential as an athlete:

* Every individual learns at a different rate and responds to different instructional methods.
* Some children may take more time learning a skill which requires more patience on the part of the parents and coaches. This does not mean that this child will not be as successful or even more successful than a child that learns faster. Swimming is a sport of patience.
* When a swimmer first joins the Amberjax, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to faster and more efficient swimming.
* Plateaus, both in racing and training, occur in every swimmer’s career. Successful athletes work through these delays in improvement and go on to achieve greater performance.
* Swimmers under the age of 10 are often inconsistent in their mastery of stroke technique. This can be frustrating to parents. Be patient and permit these youngsters to learn to love the sport and develop their mastery of stoke technique.
* Parents must realize that slow development of competitive drive at an early age is normal for many children. It is important that everyone learns to compete and develop a competitive spirit that is comfortable for them. It is also important for children to learn to adapt to competitive stress. The small disappointments they must learn to handle as youngsters prepares them for bigger ones that they will likely face as adults.
* Coaches offer constructive criticism of a swimmer’s performance. Parents supply unconditional love, recognition, and the encouragement necessary to help a young athlete to have a healthy self-image.
* If a parent can offer insight about their child that will help his/her coach to work more effectively with the child, please be sure to contact the coach.
* If you have any questions regarding your child’s training or team policies, contact your child’s coach directly. Criticizing the coach in front of the swimmer undermines the coach’s authority and damages the swimmer-coach support necessary for maximum success.
* Be sure that your swimmer swims because he/she wants to. People tend to resist anything they “have to do”. Self-motivation is the stimulus for all successful swimmers.
* Avoid playing your child against their competitors, thereby creating unhealthy competitive situations within the team and swimming community. Competition provides two great services for athletes: it brings out the best in them and shows were improvement is needed.

In swimming as in life, no one can succeed all the time. Every youngster can gain valuable experience from swimming, whether they win or lose. What it is important is to improve and learn from mistakes. We want to produce great young people who swim.

**4.2 Parent’s Code of Conduct**

*Expected Behavior of PWSC Parents:*

* Set a good sportsmanship example for all parents, athletes, coaches, and officials at all swim meets.
* Cheer for your swimmer and their teammates to encourage their success.
* Will remember that all Meet Officials and Support Personnel are volunteers and should be treated with respect.
* Will not be on the pool deck at swim meets unless registered with USA swimming Inc. and serving in a meet capacity or volunteering as a timer or other preapproved volunteer position.
* Offer your services for volunteer work whenever possible to help conduct swim meets. If committed to a volunteer position and cannot make it due to unforeseen circumstances, notify the volunteer coordinator as soon as possible.
* Notify the coaches as soon as possible if your swimmer will have to be absent from a swim meet.
* Encourage your swimmer to strive to make every swimming and dry land activity, a training ground for life and a basis for good mental and physical health.
* Pick your child up promptly from all practices and team activities. It is not safe to assume that someone else will take care of them.
* Bring problems to the attention of the coach IN PRIVATE. Request an after-practice appointment with the coach to discuss the problems.
* Report unacceptable behavior during swim activities to a PWSC Board Member and/or Coach for action. Take immediate action if the safety of a child is in question in your judgment.
* Uphold all rules and regulations, national and local, regarding USA, Virginia and Amberjax Swimming.

*Unacceptable Behavior of PWSC Parents:*

* Yelling at referees, timers, officials, coaches, other parents or swimmers during all swim activities. Criticizing an opposing team, its swimmers, coaches, or fans by word of mouth or gestures.
* Using abusive or profane language directed towards anyone connected with a meet or team activity.
* Arguing with a coach in public.
* Sideline coaching of your child at practice or during swim meets.
* Using alcoholic beverages, tobacco products or illegal substances in the swimming venue.
* Such behavior will be cause for dismissal from the deck or the meet or the team as deemed necessary by the Meet Referee or the PWSC Board Of Directors.

**4.3 Parent’s Responsibilities**

PWSC expects parents to become proactive members of the team by volunteering when necessary (e.g. timing and officiating). Parents are also expected to provide their swimmers with the appropriate equipment (suits, fins, etc) and unconditional encouragement and interest in their child’s swimming activities.

Volunteer Policy:

PWSC operates as and is recognized by IRS as a non-profit organization 501(c)3.  PWSC is parent owned and managed by an all-volunteer Board of Directors who are responsible for the financial stability of the team.  They follow business practices and policies comparable to other USA Swimming year-round teams.  The policies and program fees established by PWSC Board of Directors will allow PWSC to continue to provide quality programs and continue as a 501(c)3 organization.  Program fees only partially meet PWSC financial obligations.  Hosting swim meets helps us raise funds that allow us to meet those obligations.

This season (2020-2021) we plan to host 2 swim meets; one in November and one in February.  All families of PWSC year-round swimmers are **encouraged to volunteer for at least one session for each PWSC hosted meet (total of two for this season).**  It takes many volunteers to run a meet.  We host meets for our swimmers and to raise significant funds for our team.  Your assistance is crucial to the success of these meets and reputation of our team.

In addition, families are also needed to time at AWAY meets.  The family member timing will be scheduled to perform such duty at a session where his/her swimmer is competing.  Please note timing assignments are determined by the away team and are dependent upon the number of swimmers attending the meet.

PWSC parents’ are strongly encouraged to become USA Swimming certified official: stroke and turn judge, CTS operator, score keeper, starter and referee. If you are interested in becoming an official please contact our Officials Chair, Luis Caballero, at colorao1@yahoo.com. After the first year, PWSC will reimburse any member their USA Swimming membership. It is important to note, PWSC need parents to become certified Officials so that the team can be self-sufficient for PWSC hosted meets and not constantly depend on non-meet participating certified Officials.

**CHAPTER FIVE: SWIM MEETS**

**5.1 Meet Schedule**

The meet schedule is distributed via e-mail and posted on our website under the tab Meets and Events by the first week of each season. There are two swim meet seasons on year-round swimming. The first season is short course season (25 yards pool) which goes from September to the end of March. The second season is long course (50 meter pool) and it goes from April thru end of July (mid-August for some qualifiers). Please review the meet schedule for each season to determine which meets your athlete should and could attend.

Although meet attendance is not mandatory, we encourage all team members to compete once every three or four weeks. This meet schedule allows the swimmer enough time between competitions to develop new skills and master old ones. In some cases, meets are scheduled as close as two weeks or as far as five weeks apart. This happens when the meets available to us offer no other alternative. Multiday meets provide swimmers the flexibility of only competing on specific days.

Unless during championship season, we STRONGLY discourage swimmers to compete in a competition on two successive weekends. The coaching staff will make the final decision concerning which meets Amberjax swimmers attend. Relay entries are made by the coaching staff.

**5.2 How to Commit to a Meet**

* You will be notified via e-mail informing you a meet is open and you may go to our website and sign-up by the deadline which will be specified.
* Log into your account
* From the Home page, scroll down to where it says Events.
* You will see the Events that are coming up.
* If you press on the name of the meet/event a window will open and the important details of the meet will come up (location, date, time of day your child swims, meet fees, number of events they can swim per session). Once you have reviewed the information just x out of the window. Pay close attention to the sign-up deadline so you don’t miss signing up your child.
* Press on “Edit Commitment”
* Press on your child’s name and on the declaration box scroll to “Yes” or “No”
* If you chose YES, then you can do one of two things. You can choose your child’s event or let your swimmer’s coach choose your swimmer’s entries (Coaches choosing events is the preferred method! Who knows what your swimmer is capable of, better than the coach!) If you decide to let the coach choose, there is a notes section where you can put any information you want the coach to know. For example, if your child can only swim Saturday, this is where you would put it so the coach knows to sign him/her only for that day. Your coach will enter your swimmer in the maximum # of events possible.
* Make sure you press Save (at the bottom of the page) before exiting the page.
* Coaches will review all entries prior to submitting to the host team.
* Once the process is complete the Head Coach will email the preliminary entries to the team a couple of days before sending them to the host team. Please review the entries to make sure your child has been entered correctly. Any questions or corrections need to be addressed with the Head coach via e-mail immediately.
* The Head Coach will then send entries to the host team. Once she receives confirmation that entries have been accepted, these are posted on our website (under Events).
* Once entries are sent to the host team, the fees for the meet are paid by the team and you will be charged these fees through your account. Also, once entries are sent, there are no refunds for a swimmer who enters a meet and then does not attend the meet.
* Entry fees: Will be billed to your account at the end of the month. Our meet entry fees are set up by the host team and they are by event and a swimmer surcharge. The entry fees may vary from meet to meet.

**5.3 Types of USA Swimming Meets**

Every season, PWSC participates in a variety of swim meets ranging from B/C (for more novice swimmers) to national level meets. When a meet announcement is emailed to the team, the coaches will make note of eligibility requirements. Whenever in doubt, please speak directly to your coach. Read the meet invitations carefully to determine eligibility.

**5.4 Swim Meet Procedures**

* Meet Announcements are posted on our website along with entries, warm up times and timing assignments.
* Swimmers should report to their coach ﬁfteen minutes prior to warm-up times.
* Each group has a speciﬁc warm-up time. Be familiar with this prior to the meet - it will be posted on our website and emailed to families before the day of the meet.
* All PWSC swimmers are required to wear the team cap. A team suit is recommended. Boys must wear jammers or briefs. Recreational swim trunks are not permitted.
* Each PWSC swimmer is responsible for knowing which events he/she is swimming and for being present in the team area prior to each race.
* After a pre-race warm up and before reporting to the blocks for his/her event, the swimmer should confer with his/her coach to review race strategy, technique, and goals. At the conclusion of each race, a swimmer must report to a PWSC Coach. This gives the coaches an opportunity to discuss the race with each swimmer and add positive comments concerning splits, stroke technique and race strategy. If there is a designated area, the swimmer should proceed to the warm down lanes and do the proper cool down to prepare him/her for the next race.
* At most meets, electronic timing is used. The ofﬁcial time is generally the one recorded in the computer by the swimmer touching the touchpad and appearing on the scoreboard. If a swimmer misses the touchpad or there is a mechanical failure, various back up times may be used. The timing and scorekeeping personnel analyze all times to determine the ofﬁcial times that are then posted as ﬁnal results.
* In between races, swimmers are asked to rest and stay warm. Please ensure your swimmer is wearing something over their swimsuit so their muscles do not get cold. All energy is to be stored up and used in competition, for swimming or supporting teammates.
* It is particularly important that swimmers check in with coaches and get permission before leaving the meet, especially at a meet where relays are involved.
* Hunger and dehydration can lead to poor performance. Drink and eat throughout the meet.

**5.5 Policies and Hints for Dealing with Meet Procedures**

*Check-In Events*

* The coaching staff is responsible for checking any swimmer in for their events.
* Usually all distance Freestyle/IM events will be check in events (500, 1000 and 1650 freestyle and 400 IM).
* The meet host will have a set time that all swimmers must be checked in by if they are going to swim. If they are not checked in, they will not be permitted to swim. Once checked in, if a swimmer misses the event, he/she will be automatically scratched from his/her next individual event or events, depending on the meet

*Relays*

* Relays are a team effort.
* Coaches have the final say on relay team members.
* If a swimmer is signed up for a meet, the assumption is that he/she is eligible to swim a relay. Families are not permitted to pick and choose relays.
* It is extremely important for swimmers to be on time to the meet, as relays are sometimes swum at the beginning of a session. On other occasions the relays are at the end of the session, so it is as important to check with your coach before you leave the pool to make sure you are not in a relay.
* PWSC assumes the cost of the relays.

*Prelim/Final Meets*

* We sometimes attend meets that have prelims and finals. For the most part these are championship meets.
* When we attend those meets, before the swimmer leaves the pool after the preliminary session, he/she needs to double check the results and with his/her coach to see if he/she made finals. If your swimmer is swimming in finals make sure he/she knows when warm-ups begin for the final session. Failure to show up for a final event results in an athlete being scratched from the rest of the meet.
* If your swimmer is unable to come back for finals for whatever reason, you need to let the coach know and the swimmer needs to scratch from the event. If he/she is not scratched and doesn’t show up, the athlete will be banned from the rest of the meet.

*Championship Meets*

These are USA Swimming Age Group and Senior Championships, USA Swimming Age Group Zone and Sectional Meets, USA Swimming Junior and Senior Nationals, and Olympic Trials. These meets are open to swimmers who qualify. Information will be provided during the swim year.

*Age Groups*

Swimmers compete in age group categories: 8 and under, 9-10, 11-12, 13-14, 15-16, and 17-18. These age groups may vary from meet to meet. For example, instead of having separate categories for 8 and under and 9-10, they may be combined as “10 and under.” Similarly, 15-16, and 17-18 may be grouped as 15-18.

*Classiﬁcation (Time Standards)*

Swimmers are classiﬁed according to the time they swim in a given event. Time criteria is established by USA Swimming and is subject to change each October. Time standards are established for both LONG COURSE (times swum in a 50-meter pool) and SHORT COURSE (times swum in a 25 yard or 25-meter pool).

**5.6 Swim Meet Essentials**

* + PWSC team suit or race suit – depending on level of meet
	+ Two PWSC caps and two pairs of goggles
	+ Towel(s)
	+ Quiet games or books
	+ Water bottle and healthy snacks
	+ Foldable chair if room on deck.

**CHAPTER SIX:** **Swimmer Recognition**

**6.1 Time Improvement Ribbons**

Personal Best Time improvement ribbons are awarded to swimmers 12 and under for each improvement of their best time in sanctioned USA Swimming meets. The ribbons are either handed by the coach or are placed on family folders at the facility they swim.

**6.2 Time Standard Patches**

When a swimmer achieves a National Age Group Motivational Time (B/BB/A/AA/AAA/AAAA) he/she receives a Time Standard Patch. Patches are awarded for each stroke not each event. For example, if a swimmer achieves an “A” time in the 50 and 100 freestyle, he/she will receive only one Freestyle patch for that age group. Once they age up to the next age group they can achieve another “A” freestyle patch when he/she achieves that time.

**6.3 Team Record Patches**

Any swimmer that breaks a team record (individual or relay) will receive a Team Record Patch.

**6.4 Awards Banquet**

There is an Awards Banquet held each year at the end of the Short Course season. During the program, recognition and participation awards are presented to swimmers in a manner determined by the coaching staff. The current Short Course season and prior year Long Course Season is recognized.

**6.5 Virginia Swimming Awards**

The prestigious Virginia Swimming’s Competitive Spirit Award Plaques are awarded to four swimmers (12 and unders boy/girl and 13 and over boy/girl), chosen by our coaches, from each Virginia swimming team. These swimmers are chosen for their attitude, character and leadership within their group/team and they are recognized at the Annual Virginia Swimmers Banquet held at King’s Dominion in April.

Swimmers who achieve progressively more demanding time standards will be invited to represent Virginia Swimming and/or the PWSC at certain meets outside the State of Virginia, like Zones. These swimmers are recognized throughout the year. The top male and female swimmers of the year for the State of Virginia are also recognized.

**CHAPTER SEVEN: COMMUNICATION**

The dissemination of information to all members and families on the team and the feedback of data are of paramount importance to the Board of Directors and Coaching staff. We currently utilize all popular methods to ensure information is passed to the team.

**7.1 Coaches**

Email the Coaches or talk with them after practices at the appropriate time. Check our website [www.teamunify.com/vapwsc](http://www.teamunify.com/vapwsc) on the right top corner on our home page under Coaches for email links to coaches.

**7.2 Handbook**

The PWSC handbook is a combination of general information necessary for new team members and useful for older members. The handbook is located on the team website under the PWSC Info tab.

**7.3 Family Folders**

A ﬁle box with folders for each family is located at the Dale City Rec Center and PWSCA Aquatic Center pools, depending on which pool you swim. All members are urged to check their folder regularly. Improvement Ribbons and Patches are regularly placed in the family folders.

**7.4 Website**

Our web page address is [www.teamunify.com/vapwsc](http://www.teamunify.com/vapwsc). The site has team records, meet information (meet announcements, meet entries, warm-up information, meet results), handbook, newsletters, social events, practice and meet schedules, links to our vendor (Sport Fair) and more.

**7.5 Email**

Email is used as much as possible. In general, emails are sent concerning meet sign-ups, meet results, fundraising activities, monthly schedules and schedule changes.

**7.6 Newsletters**

PWSC puts out a quarterly newsletter. In an effort to consolidate as much information as possible and to eliminate unnecessary emails, the newsletter is our tool for communicating to your upcoming calendars (meets, practices), any team changes, fundraising opportunities, socials, a message from our coaches, and swimmer recognition.

**7.7 Cancellation and/or Schedule changes of practice and/or other PWSC activities**

Cancellations and/or schedule changes to team practices and/or activities will be sent out to the team via e-mail in a timely manner. However, there are circumstances were last minute cancellations and/or changes might occur due to inclement weather, pool breakdown, changes to meet schedule and such. A text notification and e-mail will be sent out and we will also post those changes/cancellations as soon as we find out about them on our website and our social media.

In order to receive those text notifications, you need to sign up for SMS/text alerts. To do so, please do the following:

* Sign into your account on our website
* Click on “My Account“, “Account Info”
* In the “Account Contact Information” section at the top of the page - search for SMS
* You will need to insert a phone number and submit it - it will ask for a verification number that will be sent to your phone. Enter this code and verify the number.
* You can enter up to two phone numbers for the Account holders (legal guardians).
* If you would like for your swimmer to receive these notifications, press on the Member tab, then press on your swimmer’s name and his/her information comes up. Enter the phone numbers and follow the steps to verify it.

**7.8 Weather Policy**

The team does not follow the PW county school schedule; we follow the pool schedules. If the facilities are opened and we deem it safe for coaches and swimmers to travel thru the roads to get to practice, we will hold practices. The exception is Senior morning practices; if school is closed, then there is no morning practice.

Prince William County School Aquatic Center even though is in Colgan HS grounds, they also don’t follow PWCS weather guidelines. They have their own policies in place.

**CHAPTER EIGHT: TEAM STRUCTURE**

PWSC currently consists of a variety of group programs, which provides a natural and sensible progression through which the swimmer moves as he/she grows and matures. This structure encourages a swimmer’s enthusiasm for the sport and meets the needs of children at all levels of ability and interest. When a swimmer is ready to move up to the next practice group, the current coach will contact the swimmer and parent. Sometimes, there is a transition period where the swimmer attends one practice a week with the new group, while continuing to practice with their current practice group to see how the swimmer adapts to the advanced workout. Swimmers are advanced only after a successful trial period.

**8.1 Junior I:  2 hrs or 3 hrs (9 and younger) NOT BEING OFFERED THIS SEASON DUE TO COVID-19**

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The initial step of the “development” track within the age group program. Minimum age requirement is 5 years old/Kindergarten. No prior club experience is required. Swimmers must be able to complete 1 lap of the pool (25 yards) unassisted, in freestyle and backstroke. Emphasis will be in technique work for freestyle and backstroke; while introducing butterfly and breastroke.

**8.2 Junior II: 2 hrs per week (10 and younger)**

The second step of the “development” track within the age group program. Swimmer should have basic knowledge of all four competitive strokes. Emphasis is still on technique work by means of drills, as well as teaching/perfecting starts and turns.  Swimmers will be working towards achieving an IMR score.  No prior club experience is required.  Participation in meets is appropriate and highly encouraged.

**8.3 Advanced Junior:  4 hrs per week (11 and younger)**

This group is the first step of the “competitive” track within the age group program. Knowledge and ability to swim all 4 strokes and the 100 IM is required for entry into the group. Stroke development will still be the main emphasis, as well as developing endurance and racing skills as the season progresses. Swimmers will be taught pace clock management and how to understand and execute swimming sets. Swimmers in this group are expected to compete in meets throughout the season, with a goal of completing the IMR and IMX challenges.

**8.4 Pre-Senior II: up to 6 hrs (11 to 14 year olds)**

This program is for swimmers that might be new to a year-round program and/or are still learning and developing their stroke skills.  The main focus of this group is to develop their technique thru a variety of drills, while introducing them to the training aspect of swimming.  Meet attendance is encouraged.

**8.5 Pre-Senior I:  up to 8 hrs (11 to 14 year olds)**

This program is for swimmer’s whose technique and capability to swim all four strokes has been established.  These swimmers want to continue to develop their swimming skills and abilities, while having flexibility in time commitment. Swimmers will work on perfecting technique, developing training and racing skills, mental training and continued endurance development. Meet attendance is highly encouraged.

**8.6 Advanced Pre-Senior: 10 hrs (11 to 14 year olds) by Coaches’ recommendation**

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This group is the next step in the “competitive” track within the age group program. This group is intended for those swimmers who are committing more to swimming and would like to step up to the extra challenge. Swimmers in this group will finesse stroke technique, training skills and understanding, and racing skills. They should have an IMX score and strive to qualify for higher level meets.  Swimmers are expected to attend 5 practices/week and to compete regularly in meets.

**8.7 Senior II (up to 8 hrs) or III (up to 6 hrs)**

Offers two commitment levels to HS age swimmers and they may choose the group based on their desire to commit to swimming

Senior II and III will continue to focus on proper technique and maintaining that technique as their training load increases.  Attendance at meets are highly encouraged

**8.8 Senior I (up to 12.5 hrs)**

These swimmers will have demonstrated consistent progression in training and competition, as well as increased dedication and commitment.  Meet attendance is expected.  7 practices, with a duration of 1 and a half to two hours per sessions, are offered.

**8.9 HS Prep NOT BEING OFFERED THIS SEASON DUE TO COVID-19**

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This is a 9-week program for HS age swimmers who want to get in shape and ready to try out for their High School swim team.  It runs from early September thru early November.

**8.10 Summer Prep NOT BEING OFFERED THIS SEASON DUE TO COVID-19**

This is an 8-week program for swimmers who want to get in shape and ready for their summer league swim team. It usually starts after Spring Break and it runs until right before Memorial Day weekend.

**CHAPTER NINE: ORGANIZATION**

**9.1 Board of Directors**

The general management of the PWSC team is managed and controlled by a Board of Directors of up to nine elected Directors and the Head Coach. The elected Board of Directors is made up of parent volunteers who fill the positions of President, Vice President, Secretary, Financial Officer, and up to five additional directors (members at large).

The board consists of 7 Key Positions:

1. **President:**

***Duties and Responsibilities:*** The President shall:

* Manage the overall direction of the team.
* Coordinate the scheduling of all board meetings.
* Ensure that rules and policies are followed.
* Ensure that there is adequate coaching staff and assists the Head Coach as needed in hiring additional coaches.
* Assist the Head Coach and Finance Officer in preparing the budget and monitors budget throughout the season.
* Plan, organize, and co-lead parent meeting with Head Coach.
* Work with the meet director(s) to plan, organize, and host two meets per year (Fall

Aqua Fest and one championship meet).

* Serve as a liaison between parents and coaches and manage conflicts as needed.
* Assist other board members as needed with their tasks.
* Prepare coaches contracts.
* Evaluate Head Coach and assist with evaluating Assistant Coaches as needed.
* Ensure other board positions have been filled.
* Ensure team documents are up to date (financial agreement, medical release waivers, safe sport, etc.).
* Other duties as they arise.
1. **Vice President:**

***Duties and Responsibilities:*** The Vice President shall:

* Perform duties of the President in the event of his/her unavailability or refusal to act.
* Manage team to comply with league rules.
* Ascertain and oversee Committee Chairs to ensure that committee responsibilities are being fulfilled.
* Assist the President in identifying Head Coach and coaching staff as well as preparing draft of coaching contracts.
* Work with the Financial Officer on preparing the annual budget.
* Maintain the bylaws.
* Perform such other duties as assigned to him/her by the President or by the Board of Directors.
1. **Secretary:**

***Duties and Responsibilities:*** The Secretary shall:

* Keep official minutes of the board meetings.
* Be the custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws.
* Keep a register of the address of each member which shall be furnished to the secretary by such member.
* Perform all duties incident to the office of secretary and other duties as assigned to him/her by the President or by the Board of Directors.
1. **Financial Officer:**

***Duties and Responsibilities:*** The Financial Officer shall:

* Maintain accountability for all of the team funds.
* Manage a third-party accountant to perform the following:
	+ Assigning and recording of checks, record of accounts, account of all assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and other matters included in financial statements.
	+ Balance and maintain all financial records.
	+ Make books of account open to inspection by any directory at all times.
1. **Members at Large:** up to five members

***Duties and Responsibilities:*** The Member at Large shall:

* Be Elected by the Board of Directors.
* Have a general knowledge about the swim programs.
* Serve as a liaison between the board of directors and members.
1. **Team Manager (Head Coach): non-voting member**

***Duties and Responsibilities:*** The Team Manager shall:

* Provide a competitive aquatic program in line with the objectives and purposes of the organization.
* Select assistant coaches, with approval of the Board, and supervise their activities as related to the club.
* Report to the President of the Board any case of serious misconduct, especially those cases of misconduct where the Coach feels that the misconduct warrants suspension of an athlete from the team.
* Attend all Board meetings and make monthly reports.
* Participate in community activities that would benefit the advancement of the swim team.
1. **Treasurer: non-voting member**

***Duties and Responsibilities:*** The Treasurer shall:

* Prepare financial summary statements and present them to the Board of Directors at each regularly scheduled meeting.
* Oversee itemization of all deposits and checked by category of expenditure.
* Provide annual budget updates as directed by the Board.
* Keep records pertaining to Coaches’ salaries, bonuses, and travel expenses.
* Ensure timely deposit of money and other valuables in the name of the corporation.
* Oversee the deposit of all money and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the board of directors.
* Disburse the funds of the corporation as may be ordered by the board of directors.
* Render to the chairman of the board and/or the president and directors, whenever they request it, an account of all of his/her transactions as treasurer and of the financial condition of the corporation.
* Perform other duties as may be prescribed by the board of directors or the bylaws.

**9.2 Other Key Positions:**

To hold one of these positions, it is not necessary to serve on the Board of Directors.

1. **Meet Director:**

***Duties and responsibilities:*** The Meet Director shall:

* Provide Head Coach with support for all home meets.
* Organize and direct all aspects of meet operations.
* Communicate with team points of contact (POCs) with information relevant to participation in PWSC (“Amberjax”) hosted meets.
* Communicate with facility managers before, during and after PWSC hosted meets.
* Assure that athletes have a safe, consistent, and competitive environment to swim.
* Work with the Meet Entry Coordinator to prepare required reports for Virginia Swimming.
* Ensure that safety and certification rules are followed on deck at home meets.
1. **Meet Entry Coordinator:**

***Duties and Responsibilities:*** The Meet entry coordinator shall:

* Work with the Meet Director for support of all home meets.
* Prepare meet set-up files for PWSC (“Amberjaz”) hosted meets and send them out to team contacts in a timely manner.
* Send meet files to the proper contacts at Virginia Swimming.
* Collect meet entry files from other teams.
* Create psyche sheet and meet program for home meets.
* Bill other teams for home meet entries.
* Provide required reports to the Treasurer and Virginia Swimming.
* Work with the Meet Director to prepare warm-up and timer assignments for home meets.
1. **Concessions:**

***Duties and Responsibilities:*** The Concession chair shall:

* Full coordination of concessions for any home meet hosted by the team. This includes:
	+ Organization of Volunteer Sign Up
	+ Organization of Food/Drink Donation Sign Up
	+ Shopping for all food/supplies that are purchased by the team
	+ Storing of all food/supplies that are required before the meet
	+ Prepping/cooking any food/supplies that are required before meets
	+ Arrival at home meet BEFORE normal set up time
	+ Departure when meet ends (full day shifts all days)
	+ Set up/clean-up of concessions room/facility area
	+ Coordination to ensure that Hospitality has food /drinks coordinated and inclusive in sign up information.
1. **Social:**

***Duties and responsibilities:*** The Social Chair shall**:**

* To lead all social events that are scheduled for the team that foster team spirit and reward swimmers and parents for hard work and dedication to our sport and team. At a minimum, there will be social events held for the following:
	+ Pep Rally before first Home Meet
	+ Coordination of Party for Hokie Meet in December
	+ Pep Rally before Districts (Spring)
	+ Pep Rally before Regionals (Spring)
	+ End of Season Party (Summer)
* In addition, ad hoc social events such as Laser Quest, Age Group Champs, Senior Champs, NCSA Orlando Meet, Brew Republic Family Bingo, ice skating, etc.
* Creation of any sign ups that are needed to meet social events will be created and managed by Social Chair. All emails and follow up emails will be sent by Social Chair.
* Ensuring all notifications for socials events are sent out and made available to everyone via Team Webpage and social media channels.
* Social Chair also has the responsibility to reserve the block of hotel rooms for Hokie Meet, Senior Championship and Age Group Championships. All coordination with chosen hotel to include special block room rates and a space for a social event are inclusive in the duties.
* Social chair created all goodie bags and coordination for championship/special meets.
* Speaking at team meetings and/or parent kick off meeting at beginning of swim season.
* Social chair will also coordinate one community event (books donated to charity, feeding the homeless, donations for holiday) on behalf of the team.
* \*\*Current social chair also designs, coordinates and disburses newsletter quarterly or as needed.
1. **Volunteer Coordinator:**

***Duties and responsibilities:***  The Volunteer coordinator shall**:**

* Coordinate timers for away meets by creating a sign-up sheet on our website.
* Coordinate all volunteer positions for our Home meets by creating a sign-up sheet on our website.
* Make sure volunteers show up to their assigned positions and times.
* If a volunteer cannot fulfill his/her obligation, make sure the back up volunteer is contacted so he/she can fill the position.
* Keep track of volunteer’s hours
1. **Fundraising:**

***Duties and Responsibilities:*** The Fundraising chair shall:

* Coordinate fundraising ideas and presents them to the board.
* Develop relationships with donors, sponsors, and parents.
* Solicit donations from local merchants to be used to support the team and its functions.
1. **Officials Chair:**

***Duties and Responsibilities:*** The Officials chair shall:

* Work on recruiting parents to become Officials
* Liaison between VSI Officials chair and our team
* Find out about Officials clinics
* Make sure Officials credentials are up to date
* Encourage Officials to get certified in the next level (i.e starter, deck referee, chief judge, meet referee)
1. **Awards:**

***Duties and Responsibilities:*** The Awards chair shall:

* Be responsible for the ordering of team awards for our End of the Year Banquet.
* Prepare and deliver time improvement ribbons and patches to swimmers who achieve the next time standard in a timely manner.
1. **Apparel:**

***Duties and Responsibilities:*** The Apparel chair shall:

* Be responsible to coordinate with our vendor, Sport Fair, to set up shop at our parent meeting.
* Provide our vendor a list of swimmers’ equipment (by group).
* Work with Head Coach and our vendor on choices for team apparel.
* Work with Head Coach in design of team t-shirt and select team suit.
* Order team t-shirt and team swim caps (silicone and latex).
* Work with Head Coach in design and ordering of HOKIE holiday team shirt as well as Championship team t-shirts.

**CHATPTER TEN: EXPENSES**

As we begin each swim year, the Board of Directors relies upon electronically signed contracts to make budgetary decisions. The PWSC membership fee structure is included in the annual contract. The coaching staff places swimmers in one of the several different practice groups based on age, maturity, ability, and space availability. The coaching staff also determines when a swimmer is ready to move to a more advanced practice group. Yearly dues increase when a swimmer is moved into a more advanced practice group.

The following is a list of Prince William Swim Club’s payment policies:

**10.1 Fees, Program Payments, Discounts**

*Registration:*  Each swimmer who joins PWSC must be registered with PWSC, Virginia Swimming, and U.S.A. Swimming, who provides insurance coverage.  Registration fee is $150 per swimmer and is **Non-refundable and Non- transferable**.  There are limited spots in all groups to ensure most favorable learning for all swimmers.  When you receive confirmation your registration request was approved, your swimmer’s position in that program is secured.  If program requested is full, you will be placed on waiting list or you may request a different program.   PWSC reserves the right to cancel, change, or otherwise adjust a program based on number of participants, weather, facility conflicts, swim meets, or other unforeseen circumstances.

This fee includes the USA Swimming athlete registration fee, team registration fees, and a team t-shirt and swim cap, which will be handed out at the beginning of the season

*Program Payments*:   The specific program determines the yearly cost for each swimmer.  Year-round programs run 11 months, but program fees are paid over 8 equal monthly payments.  The first payment is due on September 1st.   After the first payment, all subsequent payments will be due by the 10th of each month starting in October.  $20 late fee will be automatically added if payment is not received by the 15th of the month.  If the payment including late fee is not received by the 25th of the month the account becomes Delinquent which will result in all swimmers from that family being placed on Inactive Status until the balance due is paid in full.

*Discounts:*  A family can only receive **one** discount per swimmer.  Families can compute all discount options before committing to a payment plan.

* **Second Swimmer 5% Discount**:  Families paying installments with two or more swimmers can receive a 5% discount on the lower priced program fees.  This discount does not apply to HS Prep programs or other partial programs (e.g., summer prep) that are not year-round programs.
* **Family Cap Discount:**  Each year the PWSC Budget Committee offers a Family Cap for year-round swim program fees ONLY (HS & Summer Programs are NOT included in Family Cap).   This cap is the highest amount a family will pay for the year for their swimmers’ 11-month Swim Program fees.  This amount is already discounted and will not be discounted in any other way.  It may be paid over 10 months instead of 8.

**10.2 Additional Financial Requirements**

*Swim Meet Entry Fees:* Meet entry fees will be charged per event entered, plus a swimmer surcharge to cover a portion of the coaches' travel/meet session costs.  The fee will vary from meet to meet and in some instances by age groups.

*Monthly Invoice:*  Upon joining PWSC, each family establishes a billing account, via our website.  This electronic account specifies amounts due for program fees, meet entry fees, late fees and any special charges.  Each family can view their financial statement via website at any time.  Email reminders of payments due will be sent monthly as long as the family has fees due.

*Returned Check Fees:* A $25 fee will be charged for all returned checks and may subject family to paying with cash or certified method in the future.

*Late Fees:* If payment is not received by the 15th of the month, beginning with October, a late fee of $20 will be assessed to each family in arrears.

**10.3 Withdrawal or Financial Abatement**

Pool time is reserved and contracted for on an annual basis. Our payment structure is based on an annual fee.  Signing your swimmer up for a PWSC program is an annual contract commitment and you are obligated to pay the FULL ANNUAL PROGRAM FEES for your swimmer(s). There is a 30-day trial period with no withdrawal penalty for all non-invitation groups.  Non-invitation groups refer to all groups other than Advanced Pre-senior and NTG.  Should you decide to withdraw from the club after the first 30 days and before December 31st a $350 withdrawal fee will be assessed to the swimmer account.  After January 1st there is a $150 withdrawal fee for Junior and Advance Juniors and $200 withdrawal fee for all other groups.   Any parent wishing to withdraw their swimmer from the club will need to do so in writing to PWSC BOD c/o Becky Howery, 3065 Vidalia Court, Dumfries, VA 22026.

**10.4 Overdue or Delinquent Accounts/Inactive Member Status**

* **Overdue or Delinquent Accounts:**  If payment, including late fee, is not received by the 25th, the account becomes Delinquent.  Any family with Delinquent Account, will result in all swimmers from that family being placed on Inactive Status until the balance due is paid in full.  PWSC BOD has discretion to require advance or accelerated payments or cash or certified methods of payment if member’s account is past due on multiple months. POC for payment status is Lorena Caballero: email colore5@comcast.net & your individual payment status is available 24-7 on the website.  It is responsibility of the family to check it often.
* **Inactive Member Status:** A swimmer may be designated as an inactive member due to disciplinary reasons, and failure to meet financial obligations or for other reasons determined by the PWSC Board of Directors (BOD), at its sole discretion.  Inactive swimmers may not participate in any practices, swim meets, or other team activities.  Inactive members remain liable for their financial obligations and may not vote on team matters unless they receive a financial abatement from the BOD.

**10.5 Payment Methods**

There are three ways to pay for invoices:

*By Check:*

* Made out to PWSC
* Mailed to: PWSC c/o Lorena Caballero

 12513 Manchester Way, Woodbridge VA 22192

*By Credit Card:*

* You can link a credit card to your account by logging into your account and pressing Set Up Autopay, then proceed to enter the credit card information. Make sure to save it.
* Once your card is linked, your credit card will ***automatically***be charged the 1st of each month for whatever balance you have on your account. There is a 2.9% transaction fee of your total plus a $0.30 processing fee.

*By Bank Account (ACH):*

* You can link a bank account to your TeamUnify account by logging into your account and pressing Set Up Autopay, then proceed to enter the bank information. Make sure to save it.
* Once you do so, your bank account will ***automatically*** be charged the 1st of each month for whatever balance you have on your account. There is a flat fee of $1.50 per transaction.

**10.5 Outreach Program**

All swimmers who qualify for the Virginia Swimming Outreach Program may be eligible to have their registration fee reduced by $77 and all VSI sanctioned meet entry fees reimbursed by Virginia Swimming. All reimbursements received on your behalf from Virginia Swimming will be 100% applied to your account. If your family qualifies for Food Stamps, Free Lunch, please contact Lorena Caballero, PWSC Head Coach, colore5@comcast.net to apply for this program.

**10.6 Sponsor and Ad Sales**

The PWSC Team would like to encourage our members to seek out sponsors for our website. Contact the team’s fundraising chairperson, if you are interested in obtaining a sponsor.

**10.7 Medical Leave**

For long-term illness or injury (5 weeks or longer) of the swimmer, the monthly dues will be reduced by 100% during the time the swimmer is out of the water; partial months are not prorated. The monthly dues are figured as follows: practice program fee of the ill/injured swimmer divided by 11. Requests for medical leave must be made in writing by e-mail or a mailed letter to the PWSC Board President, Becky Howery, at crickethowery@comcast.net with medical documentation attached.

**CHAPTER ELEVEN: SAFE SPORT**

**11.1 Protecting Athletes**

We believe that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person. Young athletes who participate in organized sports activities have a unique opportunity for learning. In working with each child, it is essential that we are mindful of their physical, emotional, and developmental needs. We must also be particularly diligent in recognizing the unique vulnerabilities that are an inherent part of childhood. It is the responsibility of all adults to not only recognize these vulnerabilities, but to develop the knowledge and skills needed to create and maintain a safe and child- centered sports environment.

We recognize the important role that USA Swimming plays in providing leadership and creating an organizational culture that is focused on the safety and wellbeing of young people. The protection of children requires that all adults work together to support young athletes. As the child’s first and enduring resource for safety, parents and guardians play a critical role in athlete protection. When parents participate, they are able to help educate other adults about the needs of the child and help prepare the child to participate in sports programs in a way that promotes safety, enjoyment, and learning.

Adults, including coaches, officials, staff, facility workers, volunteers, chaperones, and others who interact with children, are in positions of great trust and influence. The ability to use this position of trust to support the well-being of children is critical. The overwhelming majority of these adults fulfill their roles in a positive and responsible manner. Nonetheless, we must also understand that a few adults may seek to use the trust and authority that comes with their access and status to take advantage of a child.

USA Swimming strives to continually improve the programs and services it offers to its members and among these some of the most important relate to the safeguards for protecting young athletes. Because we aspire to foster safe and positive environments within all our member clubs, we believe it is especially important to provide our member adult leaders with policies and best practice guidelines that help define elements of appropriate behavior and conduct.

**11.2 Minor Athlete Abuse Prevention Policy (MAAPP)**

**This policy applies to**:

* In-Program Contact:
	+ Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.
* Adult Participants:
	+ Any adult 18 years of age or older who is a:
		- USA Swimming member, either athlete or non-athlete;
		- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
		- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
		- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

**General Requirements:**

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

**Definitions:**

* **Athlete:** A USA Swimming athlete member.
* **Authority:** When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).
* **Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.
* **Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete’s suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.
* **Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.
* **Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.
* **In-Program:** Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award 4 ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
* **In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
* **In-Program Massage:** Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
* **In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
* **Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
* **Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

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

* Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:
	+ The Adult Participant has no authority over the Minor Athlete; and
	+ The Adult Participant is not more than four years older than the Minor Athlete.
* Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete’s parent/legal guardian at least annually.

MAAPP contains six sections described below:

**One-on-One Interactions**

* Observable and Interruptible
	+ Observable and Interruptible All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:
		- a. In emergency circumstances;
		- b. When a Dual Relationship exists; and/or
		- c. When the Close-In-Age Exception applies.

**Meetings and Individual Training Sessions:**

* Meetings
	+ Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances
	+ If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting
	+ Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel
* Meetings with Mental Health Care Professionals and/or Health Care Providers
	+ If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of USA Swimming in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
		- The door remains unlocked;
		- Another adult is present at the facility;
		- The other adult is advised that a closed-door meeting is occurring although the Minor Athlete’s identity does not need to be disclosed;
		- USA Swimming is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
		- The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.
* Individual Training Sessions
	+ In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
		- When a Dual Relationship exists; and/or
		- When the Close-In-Age Exception applies.
	+ The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete’s parent/legal guardian at least annually, with a copy provided to Prince William Swim Club, which can be withdrawn at any time.
	+ Parents/legal guardians must be allowed to observe the individual training session.

**Electronic Communications:**

* Content
	+ All electronic communication from Applicable Adults to minor athletes must be professional in nature
* Open and Transparent
	+ If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete’s parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete’s parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
	+ The following exceptions apply to Section II(a):
		- In emergency circumstances;
		- When a Dual Relationship exists; and/or
		- When the Close-In-Age Exception applies.
	+ When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
* Request to Disclose
	+ Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by PWSC, LSC or by an Applicable Adult subject to this policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
* Hours
	+ Electronic communication must only be sent between the hours of 5 am and 9 pm, local time for the location of the Minor Athlete unless emergency circumstances exist, or during competition travel
* Prohibit Electronic Communication
	+ Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” USA Swimming’s official page.
	+ Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
	+ The following exceptions apply to Section V
		- When a Dual Relationship exists; and/or
		- When the Close-In-Age Exception applies.

**In-Program Travel and Lodging**

* Transportation
	+ During In-Program Travel, observable and interruptible environments must be maintained.
	+ An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant except:
		- In emergency circumstances;
		- When a Dual Relationship exists;
		- When the Close-In-Age Exception applies; and/or
		- The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
	+ Adult Participants, including team managers and chaperones, who travel with USA Swimming must be USA Swimming non-athlete members of USA Swimming.
	+ Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.
* Lodging
	+ Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.
	+ During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
	+ During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
	+ The following exceptions apply to II(a), (b) and (c):
		- When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
		- When the Close-In-Age Exception applies, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement.
	+ Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.
* Written Consent
	+ A Minor Athlete’s parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.
* Meetings
	+ Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
	+ Meetings must not be conducted in an Adult Participant or athlete’s hotel room or other overnight lodging location during In-Program Travel.

**Locker Rooms and Changing Areas**

* Requirements to use Locker Rooms or Changing Areas
	+ The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g. deck changing is prohibited)
* Observable and Interruptible
	+ All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
		- In emergency circumstances;
		- A Dual Relationship exists; and/or
		- The Close-In-Age exception applies.
* Private or Semi-Private Space for Minor Athletes
	+ USA Swimming must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of USA Swimming.
* Use of Recording Devices
	+ Use of any device’s (including a cell phone’s) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.
* Undress
	+ Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete’s breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual’s competition category.
* Showers
	+ Adult Participants must not shower with Minor Athletes unless:
		- The Adult Participant meets the Close-in-Age Exception; and/or
		- The shower is part of a pre- or post-activity rinse while wearing swimwear.
	+ Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. USA Swimming must abide by such a request.
* Monitoring
	+ USA Swimming must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
		- Conducting a sweep of the locker room or changing area before athletes arrive;
		- Posting staff directly outside the locker room or changing area during periods of use;
		- Leaving the doors open when adequate privacy is still possible; and/or
		- Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
	+ Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete’s whereabouts.
* Parents/legal guardians in Locker Rooms or Changing Areas
	+ If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

**Massages and Rubdowns/Athlete Training Modalities**

* General Requirement
	+ Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
* Additional Minor Athlete Requirements
	+ Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
	+ Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
	+ Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
	+ Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual’s competition category.
	+ Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

**11.3 Safe Sport Best Practice Guidelines**

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

* Parents should be encouraged to appropriately support their children’s swimming experience.
* All swimming practices should be open to observation by parents.
* Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
* 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.
* Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
* Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
* When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
* Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
* Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

**11.4 Athlete Protection Education**

USA Swimming is committed to raising awareness about prevention of abuse in sport. USA Swimming is proud to partner with Praesidium, an industry expert in abuse prevention, to bring the swimming community customized and comprehensive training tools for coaches, volunteers and parents. Customized training for athletes is available now.

Their training tools will help you:

* Understand the scope and effects of abuse in sport
* Recognize the signs of grooming behavior and boundary violations
* Understand how to establish boundaries and protect against false allegations
* Know how to react and report when you suspect abuse

*Free Training For Parents*:

The USA Swimming Safe Sport Program is proud to offer free athlete protection training to the parents of their member athletes. Parents are a critical component to USA Swimming's overall goal to protecting children from sexual abuse. The comprehensive online programming includes information about how offenders operate; how to recognize and respond to boundary violations, myths and facts about child sexual abuse and USA Swimming’s Athlete Protection Policies and Procedures. FYI, our LSC is Virginia, our Club Code is PWSC.

Website: <https://learn.usaswimming.org/>

*Free Training For Athletes:*

USA Swimming has developed a free education program for athlete ages 12-18. Click the link below (press control key and click on link) to learn about:

* Inappropriate contact
* Physical, emotional, and behavioral boundaries
* What to do if your boundaries are violated
* Who to tell
* How USA Swimming can be a resource for you

By learning how to protect yourselves, you also learn how to protect your peers; and together we can make the sport safer for everyone. FYI, our LSC is Virginia, our Club Code is PWSC.

Website: <https://www.usaswimming.org/utility/landing-pages/safe-sport/learn>

You can find more information regarding Safe Sport on our home page under the Safe Sport Tab or in the USA swimming website (www.usaswimming.org)

**11.5 Bullying Policy**

*PURPOSE*

Bullying of any kind is unacceptable within Prince William Swim 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*

* To make it clear that the Club will not tolerate bullying in any form.
* To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
* To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
* To clearly state how to report bullying.
* To spread the word that Prince William Swim Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

*What is Bullying?*

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

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

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

*Reporting Procedure*

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

* talk to your parents;
* talk to a Club Coach, Board Member, or other designated individual;
* write a letter or email to the Club Coach, Board Member, or other designated individual;
* take a report to the PWSC Safe Sport Coordinator via email

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:

* Intervene immediately.
* Separate the kids involved.
* Make sure everyone is safe.
* Meet any immediate medical or mental health needs.
* The PWSC Safe Sport Coordinator will respond to the impacted parents within 48 hours of the incident or complaint.

**11.6 Photo Release**

Swimmers are sometimes photographed or videotaped while participating in PWSC activities (individual and in groups). Photographs may be used in the club’s secure website, for club’s news release and the club notice boards. Additionally, PWSC, Virginia Swimming, and USA Swimming frequently take and incorporate photographs in their publications and occasionally local newspapers may take pictures to incorporate into an article. Any photos provided to PWSC become property of PWSC. All photos will be taken and published in line with the club and USA swimming policies:

* Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
* Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
* Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
* Photographs should not be taken in locker‐rooms or bathrooms.

If you do not desire that your swimmer be photographed or videotaped during a PWSC activity, please fill out the Media Opt out Form which you can find on our home page under the PWSC Info Tab, Documents.

**Glossary of Swimming Terms**

**AGE GROUP** –Division of swimmers according to age. The USA Swimming divisions are 8&U, 9-10, 11-12, 13-14, 15-16, 17-18 and senior.

**AGING UP** – When an athlete changes age groups.

**ALTERNATE** – In a prelim/final meet, after the finalists are decided, the next two fastest swimmers are designated as alternates - the faster of the two being first alternate and the next being the second alternate. If a finalist cannot participate, the alternates are called to take their place, often on moment’s notice. If an athlete is an alternate, but cannot make it back for finals, they should scratch from their alternate position.

**AMERICAN SWIM COACHES ASSOCIATION (ASCA)** – A professional organization throughout the nation, certifying coaches and offering many services for coaches’ education and career advancement.

**CIRCLE SEEDING** – This is a method of seeding swimmers when they are participating in a prelims/finals event. The fastest 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes.

**CONSOLATION** – A term used in a prelim/final meet for the second fastest eight swimmers.

**COURSE** - Designated distance (length of pool) for swimming competition - Long Course-50 Meters - Short Course 25 Yards or Meters.

**DECK ENTRY** – Accepting entries into swimming events on the first day or later day of a meet.

**DISQUALIFIED** – A swimmer's performance is not counted because of a rule infraction. A disqualification is shown by an official raising one arm with open hand above their head. Its abbreviation, DQ, will appear next to the swimmer’s name in the results.

**DUAL MEET** – A type of meet where two teams compete against each other

**DRYLAND** – Running, body weight exercises, and various strengthening programs swimmers do out of the water.

**ENTRY LIMIT** – 1. The number of events an athlete may swim during a specific session. For most meets, this is four. For prelims/finals meets it is often three. 2. Each meet usually has a limit of total swimmers that can be accepted. Once this limit has been reached, the meet will be closed to all other swimmers and teams

**MEET DIRECTOR** – The official in charge of the administration of the meet.

**MILE** – Slang reference for the 1650-yard and 1500-meter freestyle events.

**SENIOR NATIONALS** – The best swimmers from the United States and around the world compete at this meet. There are no age limitations and the time cuts are extremely difficult. Every four years this meet becomes the Olympic Trials.

**NATATORIUM** – A building constructed to house a swimming pool and related equipment. Usually a quality building used for big meets with ample seating.

**NT** – This is short for "No Time." This abbreviation is used on a heat sheet to designate that the swimmer has never swam the event before.

**PADDLES** – Colored plastic devices worn on swimmers’ hands during swim practice. Paddles help to create feel for the proper pulling patterns in each stroke as well as develop strength.

**POSITIVE CHECK-IN** – The procedure required before a swimmer swims a deck seeded event. The swimmer must mark their name on a list posted on deck at the meet. By doing so they have indicated they will swim, thus eliminating no-shows and assuring full heats. Positive check- ins are often done for distance events.

**PRELIMS/FINALS** – A meet with two sessions. The preliminary heats are held in the morning with the top 8 to 24 qualifiers returning to compete in the finals at night. This format is typically used for championship meets.

**PRE-SEEDED** – A meet in which the swimmer knows which heat and lane they are in by looking at the heat sheets. Most meets in Virginia are pre-seeded.

**PROOF OF TIME** – Swimmers or coaches must supply proof of time with some meet entries, and other meets where it is required when a swimmer misses a meet cut-off time. Official meet results can be used as proof of time.

**PSYCH SHEET** – This sheet lists swimmers from fastest to slowest by event. Usually this is a prelude to deck seeding.

**PULL BUOY** – A flotation device used to keep the legs afloat during pulling sets.

**REFEREE** – The USA official in charge of all decisions made on deck regarding the administration and running of the meet.

**SCRATCH** – When you withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, that if not followed results in a penalty to the swimmer.

**SECTIONALS** – An upper level meet below Junior National standard. There are no age groups and time standards are difficult to achieve. This meet will be held in a South-Eastern location.

**SEEDING** – Creating heats for each event by determining each swimmers heat and lane.

**SHAVE** – The process of removing all arm, leg and exposed torso hair, to decrease the drag or resistance of the body moving through the water. Used in conjunction with the taper process.

**SPLIT** – A portion of a race that is timed to help in pacing.

**STAR** – All Championship USA Swimming meets will be sent to the National office, where upon a US Open, Senior National or Olympic Trial standard will be set.

**STARTER** – The USA official in charge of starting each race and insuring that all swimmers have a fair takeoff.

**STATE CHAMPIONSHIP –** A meet held twice a year for both Age Group and Senior swimmers, sponsored by the LSC.

**STROKE JUDGE –** The USA Swimming official positioned at the sides and end of the pool that judges strokes.

**TAPER –** The resting phase at the end of a season, before a championship meet. Tapering allows a swimmer's muscles to fully recover before racing.

**TIMED FINALS –** Competition in which there is only one session per age group and final places are determined by the times swum in heats.

**TIME STANDARD –** A time set by a meet or LSC that a swimmer must achieve for qualification or recognition. Also insures that all competitors are of the same ability level at the same meet.

**TIMERS –** The volunteers sitting behind the starting blocks or finish end of the pool who are responsible for getting watch times on each heat and activating the backup buttons for the timing system.

**TIME TRIAL –** Some meets will offer time trials, either at the end of the meet or the end of a session. Time trials are swum for an official time only, there are no places or awards given.

**TOP 10 –** The top 10 times nationally in each event for 11 and above swimmers as compiled by USA Swimming

**TOUCH PAD –** The removable pad at the finish end of the pool that is connected to the electronic timing system. The swimmer must properly touch the pad to register a time.

**TRANSFER –** When a swimmer leaves one club and goes to another. One hundred and twenty days of unattached competition is required before a swimmer can represent another club.

**UNATTACHED –** A swimmer who competes but does not represent a team. Unattached swimmers may not swim relays and do not score team points.

**ZONES –** Eastern Zone All-Star Championship Meet contested twice a year at the end of each season. In Short Course, the LSC teams consists of the top two swimmers in each event/age group. In Long Course, swimmers must meet qualifying times (usually 3 AAA)