

**2017-
2018**

*Sun
Prairie
Storm*

PARENT HANDBOOK

Contains general information about the Storm, Wisconsin Swimming, and USA Swimming.

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About the Team

Sun Prairie Storm (SPS) is a non-profit, parent run organization. Our club is governed by USA Swimming and Wisconsin Swimming. SPS formed in 2013 and serves Sun Prairie and its surrounding communities, providing a year-round competitive swim program for athletes of all ages and abilities.

Mission Statement

Sun Prairie Storm is a community-based competitive swim team which provides swimmers of all ages and abilities the opportunity to excel in the sport of swimming.

Team Vision

Sun Prairie Storm is committed to help each swimmer realize his or her potential as a competitor and individual by providing:

- Excellence in coaching from a professional coaching staff that uses contemporary training techniques with an emphasis on swimming fundamentals
- An atmosphere that inspires swimmers to achieve their maximum potential through discipline, teamwork, sportsmanship, positive motivation, and self esteem
- A collaborative parent board dedicated to bringing professionalism and leadership for the benefit of all swimmers

We value our members and strive to promote a healthy and fun environment for our athletes, coaches, and families.

Team Objectives

Sun Prairie Swim, Inc. is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. Further, it is organized for amateur competitive and recreational swimming and includes the following:

- To provide an opportunity for children eligible for membership to engage in a wholesome, lifesaving and lifetime sport;
- To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits;
- To provide opportunities for social, emotional, and educational development and to encourage peer and family participation;
- To promote involvement in age-group programs and provide an opportunity for members to participate in and host swimming competitions as the Board of Directors and Head Coach shall determine to be in the best interest of the team.

Board Information

Our parent Board of Directors consists of: President, Vice-President, Secretary, Treasurer, an At-Large Member, Technology Chair/Registrar, and Head Coach. The Board meets together on a monthly basis to discuss issues related to our organization as a whole.

Anyone is welcome and encouraged to attend the meetings.

More information on the Board of Directors, including terms, powers, and responsibilities can be found in the Sun Prairie Storm Bylaws.

Coaches Role

All Sun Prairie coaches must meet high standards set by USA Swimming. Each coach is a certified lifeguard and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. All coaches have also passed a background check. All of the above requirements must be kept up-to-date for a swim coach to remain in good standing with USA Swimming and the Sun Prairie Storm.

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

Coaches will build relationships with team families, to achieve mutually-set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

Parent/Guardian Role

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good

about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials and other teams.

Wisconsin Swimming

Wisconsin Swimming, Inc, our local swim committee (LSC) is comprised of over 70 clubs from across the state. Run by a Board of Directors, Wisconsin Swimming administers competitive swimming in accordance with the Amateur Sports Act. It provides programs and services for all USA Swimming members within the state. Decisions on meet schedules, LSC Championships, officials' responsibilities, and other matters are all discussed at the regular board meetings. More information can be found on www.wisconsinswimming.org

Club Communication

The Sun Prairie Storm's primary methods of communication are e-mail and the team website.

Team Website

Our team's website is www.spstorm.com. The website includes calendars, events, swimmer meet sign-ups, and job sign-ups. The site is regularly maintained. Please check often for new and updated information. You may also access your swimmer's best times on this website. On the tab on the left, click My Account, then My Meet Results.

E-Mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. It will also be used to communicate changes to practice and meets, such as weather cancellations. **Be sure to keep your e-mail address current on the website. If you need help with this, e-mail our Technology Coordinator at technology@spstorm.com.**

Other Communication Methods

Facebook

Our Facebook page is regularly updated to include announcements, news, event recaps, and pictures from events. This is a great way to get news to parents quickly, but

will never be the sole means of communicating important information to the team.
"Like" the team at www.facebook.com/sunprairiestorm

Twitter

Our Twitter account is used for brief announcements, such as practice changes and meet results. It will be used to reinforce team messages, but will not be the sole means of communicating important information. Follow the team at www.twitter.com/sunprairiestorm

Text Messaging

Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used for coach-drive time-sensitive messages, such as pool closures.

Use the 'Add' buttons to add and address/number

Double-click on an item in the list to edit it

Click on the red 'X' button to delete an item

NOTE: The first account email address is your login ID. Changing it will change your login username

Your swimmers can receive text messages too!

Occasionally coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you'll be presented with an interface to add a mobile number and/or email address.

Meetings

At the beginning of each season, the coaching staff and the board will meet with parents to introduce the coaches, discuss the upcoming season, and to answer questions. These meetings will take place in September, November, and April. You will be notified of the meetings by e-mail.

Practice Cancellations

Occasionally, because of pool issues or inclement weather one or more of our practices may be cancelled. Every effort will be made to make a decision by 4:00PM. These notices will be made through e-mail, text message, Facebook post, and on the front page of the Storm webpage.

Communicating With the Staff

If you have personal business or questions that require discussion with the coaching staff, please do so before or after practice sessions. Please do not disturb the coach or athletes during practice.

Fees

Club Fees

Club fees are due before the first night of practice of each swim session. These funds pay for coaches' salaries and pool fees. This is the only cost that we can control as a

club, and so the board does everything possible to keep this cost minimal. Fees are dependent on age or skill group and are subject to change as needed and will be posted prior to the official sign-up of each session. The fee structure for the team can be found on the website and is subject to change.

Meet Fees

Meet fees are the fees assessed by the host of a swim meet. These fees are different from meet to meet and can be for individual events, relays, and for some meets—facility fees (a surcharge the facility charges the host team, which is passed down to each participant). You will receive an email from the team treasurer who will notify you when to update your account with payment information.

USA Registration Fees

All swimmers, coaches, board members, officials and other parents who come in contact with the swimmers are required to be full-fledged USA Swimming members. The USA registration information is sent to Wisconsin Swimming and covers members' liability at USA Swimming events (meets, practices, official team functions). The registration fee is a one-time annual fee to be paid to the Sun Prairie Storm.

Payments

Payments are all handled through the TeamUnify website. Please contact the treasurer if this doesn't work for you.

Trial Memberships

Trial memberships are available to new prospective families only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making a substantial financial commitment. These last for one week and are at the beginning of each session. Please contact Coach White if interested.

Team Outfitting

Our team outfitting is handled by Simply Swimming in Madison. We have a sponsorship with Adidas. That means in exchange for a discount on all of our swimsuits, bags, warmups, and other swim gear, we're required to represent Adidas. If you have questions on what that means specifically, talk to Coach White.

Swimsuit

While a team suit is not required, it is strongly recommended for competition. Adidas has a team suit available through Simply Swimming.

Caps

A swim cap (either latex or silicone) serves several purposes. It makes a swimmer more streamlined in the water, it keeps hair out a swimmer's eyes, it identifies them as members of the Storm, and in a cold pool can actually help keep a swimmer warm. In practice and competition, caps are not required for male swimmers. Female swimmers

are required to wear caps for competition. In practice, any cap may be worn, but in competition any cap worn must be a Storm cap. Upon joining the team, a swimmer will receive one latex cap free of charge before their first meet. However in the event that a cap is lost or damaged, the swimmer will be charged for any subsequent caps.

Equipment

All equipment needed for practice will be available at Simply Swimming in Madison. Simply tell the representative what team you're with, what group you train with, and what size fin you need and they'll be able to give you everything you need.

Apparel

Apparel, such as warmups, backpacks, and parkas are also available through Simply Swimming. Future purchases must be Adidas, which is at a significant discount when ordered through Simply Swimming.

Practice Policies

Practices have been designed by the coaching staff to best serve each child as he or she progresses through swimming. Considerations have been made in regards to the child's age, ability, development, the overall mission of the Sun Prairie Storm, and many other factors. A typical practice will usually consist of work both in and out of the pool and swimmers should be prepared for both. Practices will be fun but will involve hard work. Swimmers should be prepared for both of these every time they come to the pool.

Practice Group Assignments

The age group team is made up of five groups: Thunderstorm, Tropical Storm, Hurricane, Typhoon, and Tsunami. The assignment of the swimmer(s) to a group shall be the decision of the coaching staff and always have the best long-term interest of the swimmer in mind. Practice group changes will be made at the end of each session. Determining factors for moving a swimmer from one group to the next are: age, group size, and group prerequisites. Prerequisites can be found on the team website.

Expectations of the Coaching Staff

Attendance

Swimmers need to develop good, life-long habits of punctuality. Being on time and ready to all practices and SPS events will promote this. Attendance on a regular basis is also essential to good, steady progress. While there are no minimum attendance requirements for any group, the more a swimmer puts into practice the more they'll get out of it.

Equipment

Swimmers should be prepared for practice by bringing the basics (swimsuit, goggles, towel, water bottle), along with clothes and closed-toed shoes for dryland and the training equipment required for their group. A list of required equipment can be found on the website.

Safety

Good safe habits are primary to the team and its members. Swimming can be a sport that is relatively free of accidents and injuries. However, swimmers must follow the rules set by the Sun Prairie HS and MATC Staff and the SPS Coaches. Any swimmer who is not practicing safe pool habits may be suspended from all pool activities. The board may also review swimmers who are in jeopardy of team suspensions. Please refer to the Code of Conduct and Discipline Guidelines.

Professionalism

The coaches expect swimmers to be respectful of themselves, those around them, and the facilities they use. Every action by a member of our team is a reflection of the club, Wisconsin Swimming, and USA Swimming. From holding the door open for others as they enter the pool to working hard on each set to cleaning up the pool deck after practice, every little thing counts!

Meet Policies

Philosophy on Competition

Meet participation is optional; however, it is highly encouraged, especially at home meets. It is also recommended that swimmers compete on a regular basis. Meets provide swimmers with an important "benchmark" by which to measure their progress. Competition against other swimmers is not the goal. But comparing each swimmer to where they were two weeks ago, two months ago, two years ago is a great measure of an individual's growth.

When Is My Child Ready to Compete?

One of the most commonly asked questions regards what competition is appropriate for individual swimmers. The short answer: if your child is on the team, they're ready to compete in some level. The longer form answer: the team sets up different levels of competition. These range from novice level meets to National level meets. You can tell a lot about whether a meet is appropriate from what training group they're in. On the Schedule/Results page, each meet is categorized for what swimmers are recommended to compete. In some cases, competition is sorted by time standard, but in most cases it's by training group. If you're not certain, it's always better to ask.

Types of Meets

Dual and triangular meets-These meets involve 2-3 teams and are one day events. Typical length 3-5 hours

Invitationals-These meets typically involve 3 or more teams. They can be 1, 2, 3 or 4 days in length. Some require minimum time standards to attend.

Regional/Silver Championships-Prior to the Wisconsin State Championships, this meet is offered to provide a final opportunity to qualify for the state championships.

State Championships- In mid-December, at the end of each short course (winter) and long course (summer) Wisconsin Swimming Inc. hosts the Wisconsin State Championships. To participate in this meet a swimmer must achieve a qualifying state time standard.

Zone Championship - Zones is held after the State Championship meet in the summer. Wisconsin is a member of the Central Zone. A swimmer must be 14 & under and achieve an "AAA" time standard to participate. All swimmers from Wisconsin compete as one - Team Wisconsin. Swimmers compete within their age bracket.

Sectionals - Sectionals is a qualifying meet held toward the end of each season. Swimmers compete against each other regardless of age.

Junior Nationals – This is a high level competition for swimmers 18 and under that have achieved a defined time standard. They compete against athletes across the nation.

The Meet Schedule

Our coaching staff will work on creating a balanced meet schedule that starts in the fall and culminates each season with a championship level meet for each swimmer. Some of the meets will be designed for all of our swimmers. Some will be for only our younger swimmers while others will be designed for our experienced swimmers. Details about each meet will be posted on the website, including dates, times, recommended participants, and all the other information you may need. If you aren't sure whether a meet is appropriate for your swimmer, simply ask the coach.

Signing Up

Meet sign-up will be done online through the team website. After logging on, the first step is to select the meet you wish to sign up for. Do that by clicking on the "Events" button at the top of the screen or by browsing the list of events at the bottom of the screen. By the event you wish to sign up for, look for an "Attend" button. You'll then be directed to the Athlete Signup tab. Select a name by clicking on it (see picture 1)

Event Signup

Athlete Signup Committed Athletes Undeclared Athletes Declined Athletes

My Account: White, Michael (3043127861) [Change Account](#) (Admin Only)
 Event: AquaHawgs Intrasquad Pentathlon (Sep 28, 2013)
 Registration Deadline: September 23, 2013

Meet Name: RAC AquaHawgs Intrasquad Pentathlon	Location: Jones Center	Course: Y0	Meet Type:
Start Date: 9/28/13	End Date: 9/28/13	Age Up Date: 9/28/13	Use Date Since: 1/1/70
Enforce Qualify Times based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No		
Event Default Session Setting: Commit by Session » Edit	Maximum Event Entry Limitations » View		
Allow Conversion for Relays: No	If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No		

[View All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Michael White *Active	Undeclared		

After clicking on the name of the swimmer, you'll be able to choose as to whether or not your swimmer will attend. Please select one.

Athlete Event Signup - By Day/Session

Member Athlete: **Michael White**
 Event: **AquaHawgs Intrasquad Pentathlon (Sep 28, 2013)**

Important Notes: Swimmers will be placed in all five eligible events: FL, BK, BR, FR, IM

*Signup Record	--SELECT--
Notes:	--SELECT-- Yes, please sign [Michael] up for this event No, thanks, [Michael] will NOT attend this event

Please limit the size of the notes to no more than 256 characters.

[Save Changes](#)

If you said you won't be attending, simply click the Save Changes box. If your swimmer is attending, the last think you'll need to do is to select the sessions your swimmer will attend. In the "Important Notes" you'll see which sessions correspond with which day. If you have any notes for the meet (example: your swimmer will be late because of a chorus performance), please include those.

Entries

Entries for each meet will be selected by the coaching staff. Events may be chosen for a number of reasons (working towards a swimmer's strengths at a championship meet, working a swimmer's "off" events at a small meet, completing a swimmer's IMR/IMX score, or just challenging a swimmer individually), but keep in mind that 1) the decision of the coaching staff is final and 2) the coaches will never put a swimmer in an event that the child cannot complete.

Once a swimmer enters a meet and the meet entries have been sent, you are responsible for paying all meet fees. We cannot get a refund of any entry fees, even if your child is sick.

What to Bring

The following are suggested items to take to a USA Swimming meet to make it more enjoyable for you and your swimmer:

For your swimmer:

- Extra cap and goggles
- Two towels
- Extra clothes (to keep warm between heats)
- Snacks and/or money to buy food/drink
- Sleeping bag and pillow
- Time occupiers (cards, books, electronic games, etc)
- Write your swimmer's events for the day on their arm. The first column should be for event, the next for stroke, the next for heat, and the last for lane

Event	Stroke	Heat	Lane
2	25 BR	1	4
10	50 BK	2	3
14	100 IM	2	8
18	25 FL	1	2

For you:

- Money for admission, heat sheet, and food
- Short sleeve shirt and/or shorts – some pools are quite warm
- Time occupiers between events (books, newspapers, laptop, etc)

When to Be There

Coach White recommends being at the pool no less than twenty minutes before scheduled warmup.

Warm-Ups

Warming up for each session is of vital importance. It allows each swimmer to get used to the pool temperature and depth, the height of the blocks, and to prepare mentally and physically for their races. Please make sure your child is ready to get in at the time recommended by Coach White. Remember, when entering the water a swimmer must enter feet first—no diving!

Swimmer Communication With Coaches

Please make sure your child comes to speak with one of their coaches before and after each race. They'll go over tips, strategies, and reminders before the race—1 to 3 things for the swimmer to remember. After the race, they'll reflect on how the race went, go over an appropriate cooldown, and prepare for the next race.

Behavior at Meets

The swimmers actions at meets reflect on Sun Prairie Swim as a team. It is expected that a swimmer's actions will reflect his or her pride in the team. Most swim meets required a "closed deck," meaning only coaches, athletes, meet workers, and officials are permitted on the pool deck. Please refer all questions regarding meet results, disqualifications, or conduct of the meet to a Storm coach. They will then pursue the matter through proper channels. **Do NOT attempt to address the matter with an official and/or meet worker.** As a matter of pride, leave the pool, rest area and locker rooms in a neat and clean condition at the conclusion of each meet session.

While competing and enjoying a swim meet, swimmers are expected to conduct themselves so as to reflect positively on SPS. This includes adhering to safety rules and keeping their area of the facility clean. Parents are responsible for the supervision of their swimmers and guests at both home and away meets. This requires that a parent either attend meets in which his/her swimmer competes or designate another parent, who is attending, to assume that responsibility. We ask parents to help out and encourage your children to be responsible for knowing their events and staying in the appropriate areas. Sun Prairie Swim, its Board, and its coaching staff are not responsible for swimmer safety, general conduct, or whereabouts at meets.

Our coach is only responsible for our swimmers during the portion of the meet they are participating in and only if they are on deck. Participating swimmers are expected to stay near the pool/on deck at all times during the meet. In addition, if you are at an away meet and are able to help the coach in any way please consider offering your assistance.

Volunteer Expectations of Parents at Home Meets

- Each day your swimmer participates in a swim meet, you must volunteer to work one session;
- If your family has more than one swimmer and/or swimmers in both sessions in a day, you will satisfy your volunteer requirement by working one session per day that you have swimmers swimming;
- The volunteer requirement can be satisfied by you, a relative, a friend, a neighbor, or any individual who can effectively fulfill the volunteer position; however, if someone other than you is fulfilling your family's volunteer requirement, please notify the Meet Director as soon as possible;
- You may sign up for a volunteer position as soon as the job signups are posted on our website. Most volunteer positions require very little training and if a volunteer is unsure as to the position requirements, please contact the Meet Director when committing to the meet. The Meet Director may modify volunteer position requests according to meet needs and skills availability;
- Unless excused by the Meet Director, the volunteer shall remain during the entire length of the session s/he is working, regardless of when the swimmer's races are completed;
- If your swimmer is committed to swim in the swim meet, but for whatever reason s/he is not planning on swimming (illness, vacation, etc.), please notify the Meet Director as soon as possible;

- If your swimmer is committed to swim in the swim meet, but for whatever reason you are unable to satisfy your volunteer requirement, please notify the Meet Director as soon as possible;
- There may be meets, such as the State Meet, where you may be required to volunteer in every session your swimmer swims. The Meet Director will notify families if volunteering in every session your swimmer swims is necessary; and
- If your swimmer swims a session and you fail to satisfy the volunteer requirement, a \$50 charge will be assessed for every session missed. The charge shall be paid before you can commit your swimmer to attend the next meet.

This policy is in effect for every meet sponsored by our team.

Membership Responsibilities of Parents

The following are membership responsibilities for parents:

- Complete all registration forms.
- Notify the registrar of termination as well as important changes (i.e. address, phone, age of child, change of insurance).
- Keep coaches informed of anticipated absences from practices or meets.
- Alert the coach if your child is unable to attend a meet for which he or she has been entered so a substitute might be found for relays. Please try to avoid missing meets that your swimmer is signed up for as refunds will not be issued for splash and entry fees.
- Stay up to date with Sun Prairie Storm information. Please notify the technology technician if you change your email address. We use this at times as a way of keeping our team informed about SPS team information.
- Make sure your account payment information is up-to-date to cover swim meet fees.
- Sign-up your swimmers for meets.

Membership Responsibilities of Swimmers

The following are the membership responsibilities/guidelines for swimmers:

- Show respect for the coaches, your teammates, pool facilities, equipment and yourself.
- Develop and maintain essential qualities of good sportsmanship both within the team structure and while representing SPS at meets.
- Maintain a safety first attitude, refrain from doing ANYTHING that might cause injury to yourself and/or others and report any unsafe actions immediately.

Parent/Swimmer/Coach Relationship

To have a successful program, there must be complete understanding and cooperation among parents, swimmers and coaches. It is with this in mind that we ask

you to consider this section carefully. The following guidelines will help you keep your child's development in the proper perspective:

- Every individual learns at a different rate and responds differently to the various methods of instruction in skill development. This fact requires patience on the part of the parents, swimmer, & coach.
- When a swimmer initially joins the team and begins practicing, it is possible for his or her skills to diminish rather than improve. Sometimes the swimmer has to regress before he or she can progress. In time the swimmer will improve.
- Plateaus can occur at one time or another in every swimmer's career. They can occur both in competition and in training. As most athletes experience plateaus at some point in their careers, they will need to patiently and persistently work through them. Working through the plateau will make the athlete a better swimmer and individual.
- Swimmers who are age ten and under are typically the most inconsistent swimmers; this can be frustrating for parents, coaches and swimmers alike! Parents need to be patient and allow these youngsters to develop a love of the sport in their own time.
- Slow development of competitive drive at an early age is normal and is perhaps more desirable than precocious or forced early development. It is important that everyone learns to compete and develop a competitive spirit on their own individual timeline. Also important, is the opportunity for children to learn to adapt to reasonable levels of emotional stress. The small disappointments they must learn to handle as children prepare them for the larger problems they are certain to experience as adults.
- It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's job to supply the love, recognition and encouragement necessary for the young athletes to feel good about themselves. Parents should not attempt to coach as this often leads to confusion on the part of the athlete and can be detrimental to their progress and personal satisfaction.
- Parents' attitudes and models of behavior often dictate those of their children. A child might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about his or her parents' desires. Therefore, it is important that parents remain enthusiastic about taking their child to practice and meets, participating in fund raising projects and home meets as well as attending meetings. Parents are encouraged to see these activities as helpful in the development of healthy athletes and not as chores.
- If you have any questions about your child's training, contact the coach before or after practice. Criticizing the coach in front of the athletes undermines the coach's authority and breaks down the swimmer. Parental support of the coach is necessary for maximum success.
- No parent should behave in such a way as to bring discredit to the child, the team or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.
- Parents should be certain that their child is personally motivated to swim. People tend to resist anything they "have to do." Self-motivation is the stimulus for all-successful swimmers and programs.

- Communication between the coaches and swimmers are very important. The two-way relationship must exist daily at practice and at meets. It is imperative that the coach has the swimmer's full attention at these times. Visitors to practice sessions are asked to sit on the bleachers.
- The board will review any infractions regarding the Parent/Swimmer/Coach relationship before any actions will be taken.

Please remember that attitude and behavior of the parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all the time. Disappointments will occur. Every child can gain from his or her experience whether or not he or she ever wins a single race. It is most important to keep on striving to do better the next time.

USA Swimming Code of Conduct

ARTICLE 304

CODE OF CONDUCT (EXCERPTED FROM 2014 USA SWIMMING RULEBOOK)

304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

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

304.2

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

304.3

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

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

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

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

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

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

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

.7 Bullying is prohibited. For the purposes of the Code of Conduct, the term "Bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members ("Members") of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other Member or damage to the other Member's property; (ii) placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other Member at any USA Swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC). Allegations of Bullying of an athlete by a coach shall be investigated under 304.3.13.

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

B Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or

physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

C A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals (i) having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.

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

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

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

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

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

.13 Abuse

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

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

.14 For any USA Swimming member club or coach to knowingly:

A allow any person who has been placed on the USA Swimming list of "Individuals

Permanently

Suspended or Ineligible" to coach or instruct any of its athlete members,

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

C allow any person who has been placed on the USA Swimming list of "Individuals Permanently

Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.

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

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

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

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

B Placed in or on any item that is sold.

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

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

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

Glossary of Terms for New Families

Achiever: An achiever moves from a lower sanctioned motivational time to a higher classification in an individual event. Classifications progress from C (first level), B, BB, A, AA, AAA, AAAA.

Age Groups: Meets are most often organized by 8 and under (8&U), 10 and under (10&U), 11&12, 13&14, & Senior (often designated as “open”). Eight and under swimmers can swim in any 10&U race, and any swimmer can compete in open events.

Anchor: The swimmer who swims the last leg of a relay.

Backstroke Flags: A line of flags stretched across the pool 15 feet inside each end of the course to help swimmers know when they are approaching the wall.

Block: The starting platform

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Cool Down: Low intensity swimming used to rid the body of excess lactic acid and keep muscles loose after a workout or a race.

Cut: Slang for qualifying time standard. Time standards are necessary to attend a particular meet for event. This word is often used to refer to achieving a State Qualifying time standard.

Deck Seeding: When swimmer adds an event to swim on the day of the meet IF there is space in the event. The event will cost upwards of double the original price of an event a swimmer is registered in before the cut-off date for that meet.

Delay of Meet: Swimmers who do not report to the block on time or are late getting on the blocks after the whistle. This often results in a disqualification (DQ).

Disqualification (or DQ): USA Swimming-sanctioned officials are at every meet to insure that all strokes, dives, and turns are completed according to the rules. Failure to do so, whether the swimmer is 6 or 16 years old, results in a disqualification. In general, beginning swimmers will get a number of disqualifications – it just means that they need to work on their technique in practice.

Entry Fee: Fee paid to the host club for each individual event that a swimmer enters. Typical cost ranges from \$3 to \$8 per individual event and \$10 to \$12 per relay (team).

False Start: If a swimmer moves or leaves the starting blocks too soon.

Heats: Swimmers are organized in “heats” if the number of individuals competing in an event is greater than the number of lanes in the pool. Typically, the first heat is the

slowest heat or populated by those that have never before swam the event (NT or "no time"). Occasionally, host clubs will award heat ribbons to the fastest swimmer in each heat of the event (especially to the 8&U and 10&U).

Individual Medley and Medley Relay: The medley events feature all four strokes in one race. In the individual medley (or IM), a single swimmer must swim butterfly, backstroke, breaststroke, and freestyle in that order. In the medley relay, teams of four swimmers swim backstroke, breaststroke, butterfly, and freestyle in that order.

Lap: Two lengths of the pool equal a lap.

LCM: Long Course Meter (50 meter length pool and international standard for the Olympics)

Officials: Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests and work meets before being certified. All parents are encouraged to get involved with officiating.

- Turn Judges: Observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- Stroke Judges: Observe from both sides of the pool, walking abreast of the swimmers to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge may be combined into one position, Stroke & Turn Judge
- Relay Takeoff Judges: Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the clock before the incoming swimmer touches the end of the pool.
- Clerk of Course: Arranges the swimmers in their proper heats and lanes before the event. Usually there is a clerk of the course only for 10 & Under swimmers
- Starter: Assumes control of the swimmers form the Referee, directs them to 'take your marks' and sees that no swimmer is in motion prior to giving the start signal.
- Referee: Has overall authority and control of the competition, ensuring that the rules are followed, assigns and instructs all officials, and decides all questions relating to the conduct of the meet.

Violations of the rules are reported to the Referee and the rules require that every reasonable effort be made to notify the swimmer or coach of a disqualification.

Parents are reminded to be supportive rather than critical if their child is disqualified (DQ'd) in an event. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to areas of correction in the swimmer's stroke. More information is available at www.usaswimming.org

Personal Best: SPS coaches encourage swimmers to constantly improve their times. A "personal best" or lifetime best means that the swimmer is improving his/her stroke, turn,

dive, and getting stronger. SPS recognizes these accomplishments with "Best Time" awards.

Postings: The host club of a meet typically has a specified area where the results, or "postings", are hung. These are the official results, and are often copied by swimmers, parents, and coaches interested in charting the progress of the swimmer.

SCM: Short Course Meters (25 meter length pool)

SCY: Short Course Yards (25 yard length pool)

Scratch: To withdraw from an event in the competition.

Seed Time: Time for an event attained at a previous meet.

Splash Fee: \$3 charge paid by each swimmer to USA swimming per meet entered.

Split: a swimmer's intermediate time in a race. The split time shows the length of time taken to swim a particular section of the race.

Sprint: Describes the shorter events (25, 50 or 100's)

State Qualifying Time: Starting at age 10 and under, swimmers that make a minimum cut-off time set by Wisconsin Swimming, Inc. are eligible for the WI State Championships. Making this "state qualifying time" is a BIG deal for swimmers - it means that they are one of the best 50-80 swimmers in their age group per that event.

Time Trial: A time-only swim, which is not part of a regular meet. A swimmer's time counts, but their finishing order does not.

Types of Meets: Different meets will often give awards to recognize C and B classified swimmers. In an A-BB-B+C; two sets of awards are given, one for A-BB-BB swimmers and one for C swimmers. That means the top three C classification swimmers will get medals.

USS: United States Swimming, Inc www.usaswimming.org

Warm-Up: Warming up to slowly stretch out, increase blood flow in the muscles, increase muscle temperature and review swimming technique/turns/starts.

Whistle Start: The starter referee uses a whistle to announce to the swimmers to get ready and to climb onto the blocks.