



WAT HANDBOOK

Revised and Adopted: 2020

The purpose of this handbook is two-fold:

- 1) Let our members fully understand Watertown Aquatic Team
- 2) Outline club policies that impact all athletes and families.

Acknowledgement of Receipt of WAT Handbook

I acknowledge that I have received a copy of the WAT Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook. I also understand that as a parent/guardian, it is my responsibility to inform my swimmer of the policies and procedures of WAT.

I understand that the purpose of this Handbook is to inform me of WAT's policies and procedures. Nothing in this Handbook provides any entitlement to me or any other WAT member. I understand that WAT has the right to change any provision of this Handbook at a meeting of the Board of Directors.

By completing registration and allowing your swimmer(s) to participate in practices and meets, you and your swimmer are agreeing to follow all rules and policies as lined out in this handbook.

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1. WELCOME TO THE WATERTOWN AQUATIC TEAM!

We would like to take this opportunity to welcome you to the Watertown Aquatic Team (WAT). We look forward to meeting you and working with your swimmer(s).

The sport of swimming has many benefits, including physical development, intellectual competence and the opportunity to build life-long relationships. This handbook has been prepared to help you and your swimmer(s) succeed in WAT. Please ask questions, familiarize yourself with this handbook.

2. BOARD OF DIRECTORS

WAT operates with a Board of the following positions. Specific officers, as well as coaches are listed on the website www.watswimming.com

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Registration Director
6. Meet Director
7. Member-at-Large

Descriptions of the board positions can be found in the team bylaws.

The Board of Directors meets on a monthly basis January thru November. Meetings are held on the first Monday of the month at 6pm. All WAT participants are encouraged to attend board meetings.

3. VISION

Inspire and educate young swimmers in the pool and in life.

4. MISSION

To embrace all levels of swimmers; to develop the character and self-discipline necessary to succeed not only in swimming, but also in life away from the pool.

5. COACHES

Carl Matson – Head Coach
Andy Wheeler – Assistant Coach
Kristin Warnecke – Assistant Coach
Cheryl Mortensen – Assistant Coach
Larissa Tomczak – Assistant Coach
Noelle Else – Assistant Coach

Alex Nell – Substitute Coach
Madeline Preston – Substitute Coach

If others are interested in joining the coaching staff, contact the Head Coach or President of the Board.

6. OUR TRAINING PHILOSOPHY

Incorporating swim-level and age-appropriate proportions of technique, endurance, and strength, the WAT coaching staff recognizes, embraces, and trains all swimmers while throwing in some fun for good measure along the way.

7. TEAM CORE VALUES

- * Attitude
- * Fitness
- * Teamwork
- * Goal Setting
- * Sportsmanship
- * Respect

8. HISTORY

Competitive swimming has existed in some form in Watertown since 1934. The “Summer League” team lasted until the mid-1970’s. During the ‘swimming boom’ of the early and mid-1960’s, parents who desired year-round competitive swimming for their children were forced (by necessity) to drive many miles to practice sessions and meets. During the year 1974, our community came together in support of the indoor pool project at the junior high school. Construction was completed in 1976, with financial help from the local industry & business communities, the school district and private sources. Shortly thereafter, a group of local families joined together and obtained a sanction from the A.A.U. (then the official sanctioning body of the United States amateur swimming).

WAT was granted team status in 1977.

In summer 2009, a group of parents launched a capital campaign to make improvements to the indoor pool. The goal of the campaign was to raise money to purchase equipment that supports competitive swimming. The campaign was a success! Combined with the efforts of the City of Watertown, Watertown Unified School District and the Watertown Athletic Booster Club, business donations and private donors we now have an excellent indoor facility that supports competitive swimming.

WAT is a non-profit organization, affiliated with USA Swimming via the WI Swimming LSC. The club is operated through the cooperation of the Coaches, swimmers, parents, Watertown Park and Recreation Department, and the Watertown Unified School District.

9. OPERATING YEAR

WAT operates on a year-round, three-and-a-half-session format as described below.

FALL SESSION: Begins in September and runs through the Polar Plunge meet in early December. Meets are scheduled approximately twice a month.

WINTER SESSION: Begins immediately after the Polar Plunge home meet and runs through the State Championship meet in late February/early March. Meets are scheduled approximately twice a month.

SUMMER SESSION: Begins in May and runs through the State Championship meet held in late July/early August. Meets are scheduled approximately twice per month. Summer session makes available the opportunity for swimmers to participate in long-course swimming.

SPRING INTERIM: This shortened interim is approximately 2-3 weeks in length conducted in either March or April. The interim is normally a less intense period of training where swimmers are able to focus mainly on their technique. There are no meets during the interim period.

All listed timelines are tentative.

10. TEAM WEBSITE

The online home of the Watertown Aquatic Team is www.watswimming.com.

Upon joining the team, new members will be given a log-in to the member's only section of the website.

It is through this website that members will accept/decline meets, sign-up for volunteer positions, and view their account status. It is the responsibility of the parent to check the WAT website on a regular basis for updated and new information.

The website is also used by the Board and Coaches to send information to members via email. Parents and swimmers are encouraged to "white-list" or "save" the teamunify.com domain in their email settings to avoid team communications ending up in spam/bulk mail folders.

The website is full of information that is made available to club members upon logging in. It is highly encouraged that parents and swimmers familiarize themselves with all aspects of the website on their own.

11. Code of Conduct: SAFETY

The purpose of this code of conduct for safety is to establish common expectations for all members and visitors to WAT. It is to be used as a guide to promote a safe environment.

- Rules of the Watertown Indoor Pool must be followed.
- Due to drowning risks and other concerns, no one will enter the pool without a lifeguard on deck.
- Children not participating in practice or competitions must be accompanied by a responsible adult.
- Running, pushing, or horse play on the deck area are not permitted.
- Throwing gear (pool buoys, kickboards, goggles, etc.) is prohibited.
- People who seem out of place or unfamiliar and/or participating in activities of an unsafe or unusual nature should be reported immediately to a coach or board member.
- WAT non-athletes (parents, coaches, lifeguards) will not enter the locker rooms except in emergency situations and only after notifying a coach.
- Any concerns regarding safety in a locker room will be reported to a coach or board member immediately.

I understand that if I (or my swimmer) violates this code of conduct, I (or my swimmer) will be subject to disciplinary action determined by the WAT coaches and/or the Board of Directors.

12. Code of Conduct: SWIMMERS

The purpose of this code of conduct for swimmers is to establish a consistent expectation for swimmers' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect my teammates and coaches at all times.
- I will demonstrate good sportsmanship at practice and at meets.
- I will set a good example for any teammates younger than me.
- I will respect teammates personal space and property
- I will commit to give my best effort every day.
- I will not Bully anyone. See the anti-bullying policy for more information.
- I will show respect for our home pool and facility and any other facility we may travel to.
- I will not use foul language.
- I will refrain from violent, dishonest, and illegal behavior.
- I will help take care of WAT equipment and facilities.

- I will obey all of USA Swimming's rules and codes of conduct.

I understand if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the board of directors.

13. Code of Conduct: PARENTS

The purpose of this code of conduct is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand how important my child's participation is from a developmental standpoint. I also understand how important it is to respect the coaching staff and the knowledge and authority they have. I agree to the following statements:

BASIC RESPONSIBILITIES:

- I will demonstrate good sportsmanship and show respect and common courtesy to all team members, coaches, parents, members of other teams, officials, and other coaches, at all times.
- I will support my swimmer in their competition and follow their progress.
- I will refrain from coaching my swimmer from the stands.
- I understand that abusive or inappropriate language to any participating swimmer, coach, or official is not allowed in any way.
- I will check my email and the team website regularly for communications from coaches and board members.
- I will direct any concerns to either a board member or a coach.

FINANCIAL AND VOLUNTEERING

- I will volunteer my time at home meets.
- I will pay my WAT related fees in a timely manner or be subject to a late fee.

I understand the above expectations and that my failure to adhere to may result in disciplinary action.

14. Code of Conduct: COACHES

The purpose of this code of conduct for coaches is to establish common expectations for all member of the coaching staff. It is to be used as a guide to promote a positive team environment and good sportsmanship in addition to following all rules as outlined in the coaching contracts.

- Adhere to USA Swimming's rules and code of conduct at all times.
- Set a good example of respect that the athletes and parents can follow.
- Be passionate, engaged, and full of feedback.
- Act professional and with dignity.
- Respect officials and their judgement.
- Treat other coaches and athletes with respect.

- Teach the athletes about good sportsmanship and set a good example (i.e. shaking hands after a race).
- Be positive at practice and meets and do not use derogatory or abusive language.
- Inappropriate contact of any kind is not tolerated at all and will result in termination.
- Treat all athletes the same.
- Safety of the swimmers is our number one priority.
- 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 the board of directors, and disciplinary action may be taken as deemed appropriate.

15. Code of Conduct: BOARD OF DIRECTORS

As Board Members we commit to:

- That we will act in an honest manner with one another
- Make decisions that are in the best interest of the member of Watertown Aquatic Team.

RESPECT

We will treat everyone with dignity, by being open to one another and by valuing one other. We accomplish this through:

- Honoring each other's time by arriving on time and being prepared
- Listening respectfully to other people's opinions, thoughts and feelings.

We will embrace and practice a high standard of personal ethics. We demonstrate this through:

- Maintaining confidentiality on all Board matters.
- Standing behind the decisions of the Board no matter what our personal opinions might be.

We will create an environment that allows for and encourages an open and honest exchange of ideas, thought and feelings. We accomplish this through:

- Listening actively, openly, and objectively.
- Voicing our opinion in the meeting rather than later.

Accountability

We will be accountable to our members and use the power and responsibility entrusted to us in a wise manner. We demonstrate this through:

- Making decisions that are supported by data and input from our member.
- Staying strategic in our Board discussions.
- Being fiscally responsible.

Courage

We will accept necessary strategic changes and act on them even when change is uncomfortable or unpopular. We accomplish this through:

- Focusing on What is right, not Who is right.
- Learning from the past, but not being tied to it.
- Caring enough to confront issues and ideas (not people) early and directly.

16. EQUIPMENT

We have contracted with Elsmore Swim Shop to obtain the best pricing and a logo can be applied to the team suit. Although a Watertown Aquatic Team suit is not required, it is highly recommended. Swim goggles are required, and swim caps are highly recommended – especially for swimmers with longer hair.

Below is a list of other items for your swimmer:

- Having a suit to use a for practice, rather than the team suit will prolong the life of your team suit.
 - Girls must wear a one-piece suit while participating in WAT activities.
- Swim Caps - many swimmers wear a fun, colorful cap during practice and save their team cap for meets. Team caps may be purchased at practices.
- Two towels are always a good idea, especially for meets
- a bag for carrying equipment to/from practice
- water bottle

WAT supplies fins, pull buoys, and kickboards for swimmers; however, many swimmers elect to purchase their own equipment. If you purchase your own equipment, label it with your swimmer's name on it!

Goggles, caps and fins often get laid on the pool deck during practice and at the end of practice swimmers are responsible for returning WAT equipment and cleaning up their own gear. Gear left on deck after practices and meets will be returned to the swimmer for the "price" of pushups owed to the coach.

17. FACILITY TIME and USE

WAT uses two indoor pools for their practices.

Watertown Indoor Pool is located in Riverside Middle School at 131 Hall Street in Watertown, WI. The 25-yard pool contains six (6) lanes, non-turbulent lane markers, backstroke flags, and 30" blocks. The pool depth is 3.5 feet at its shallow end and the starting block pool depth is 5 feet.

Waterloo Pool is located in Waterloo High School at 813 N Monroe Street in Waterloo, WI. The 25-yard pool contains six (6) lanes, non-turbulent lane markers, backstroke flags, and starting blocks.

WAT is not organizationally affiliated with the Watertown Unified School District, the Watertown Parks and Recreation Department, or Waterloo School District and does not receive any funding from them. The team must pay rent to use the pool and depends on the cooperation of the above-named for pool time. Since the pool time is shared, practice times are subject to pool availability.

As WAT pays rent, we are subject to follow any and all facility policies. Everyone associated with WAT will treat the facility with respect.

- Personal belongings need to be in a locker during practices.
- Locker rooms should be kept clean at all times.
- The pool deck is for swimmers, coaches, and officials.
- Only water is allowed on deck.

18. PRACTICES & DRYLANDS POLICY

PURPOSE

Practice is the time for swimmers and coaches to concentrate on improving the swimmer's technique, speed, and endurance while developing a strong relationship between the swimmers and his or her coach, as well as the swimmer and his or her teammates. It is important that guests allow this development to occur without interruption. Therefore, all observers should remain in bleachers and refrain from communicating with their swimmer(s) during practice.

Swimmers in every group are encouraged to attend all practices offered. Excellent attendance enhances the entire competitive swimming experience. Consistent and uninterrupted training is necessary for both short-term and long-term success. Swimmers may only swim with their assigned group, unless directed to swim with a different group by their primary coach.

DRYLANDS

The purpose of dryland training for swimming is to improve the swimmer's power, athleticism, and overall speed in the pool.

All swimmers level Silver and up are required to attend dryland practices. Bronze swimmers are welcome to attend at the discretion of the coaches and parents.

- 1.** Increased muscle formation and bone density.

- Through strength training with own body weight, new muscle is formed, and bone density is improved.
- 2.** Core strength.
 - Helps athletes get off the starting block and increases speed on turns.
 - 3.** Injury prevention.
 - Varies the athlete's normal range of motion in the water which challenges different muscles to engage.
 - Stronger muscles help distribute force putting less strain on joints, tendons, and ligaments.
 - 4.** Learn biomechanics.
 - Requires focus, muscle recruitment and coordination.
 - Balance and stability improve.
 - Better posture through core engagement which improves breathing.
 - 5.** Generate more power.
 - Explosiveness develops well on land due to solid surface.
 - Requires quick bursts of energy.

POLICY

A coach will arrive 15 minutes prior to practice start to unlock the WAT facilities. After the end of practice, at least one coach will stay until the final swimmer is picked up. Due to MAAPP policies, coaches are not allowed to transport swimmers.

- Swimmers should not arrive more than 15 minutes prior to practice start
- Swimmers should be picked up no later than 15 minutes after the end of practice.

PRACTICE CANCELLATIONS

In the event of inclement weather during the school year, practice changes or cancellations will follow the Watertown Unified School District or Waterloo School District. Therefore, if school is cancelled or after school activities are cancelled, so is WAT practice. Every effort will also be made to send out an email and post to WAT's Facebook page confirming the status of practice.

VIOLATIONS

- Swimmers who are not picked up within 20 minutes of the end of practice are subject to a \$10 late pickup fee
- Swimmers who have not been picked up within 45 minutes of the end of practice are subject to a \$30 fee.

19. GROUP PLACEMENT AND ADVANCEMENT POLICY

PURPOSE

Watertown Aquatic Team's big picture drives group placement decision. Swimmers are placed into the training group that is appropriate for each swimmer. The coaching staff makes all group placement decisions.

POLICY

There are many factors that contribute to the making of this decision, including but not limited to:

- Maturity (chronological age, physiological age, and emotional development)
- Commitment (practice attendance, meet participation, priority of the sport)
- Training (technique and ability)
- Attitude (coachability)

Racing times are not a primary factor for group placement.

A swimmer's group placement determines a floor, not a ceiling.

Group placement does not communicate a coach's belief about a swimmer's potential.

If swimmers or parents have questions concerning group placement, they are encouraged to speak with their swimmer's primary coach, however, this does not guarantee a change in group placement.

If a swimmer is not showing the necessary factors to stay on the group, the coaching staff has permission to move the swimmer to another group. If a swimmer is demoted from a particular group, no refunds will be given.

In general, the WAT Coaching staff will move swimmers up at the beginning or the end of a season. Swimmers moving up at the beginning of the season will be charged the difference in price. Swimmers moved up at the end of the season will not be charged extra but will be expected to register for the new group in the future.

Coaches will have the final say in group placement assignments.

20. LANE ASSIGNMENTS

Swimmers will be divided into lanes for training depending on type of activity and ability levels, NOT AGE. This allows coaches to customize practices to challenge every swimmer and help them improve. During the

first weeks of practice, swimmers will be evaluated and assigned to a lane based on sets administered by the coaches.

Swimmers may be asked to move into different lanes during a practice. This does not affect a swimmer's group placement.

21. REGISTRATION POLICY

PURPOSE

All swimmers, regardless of their starting date must re-register for each session with WAT.

There are a limited number of spots available on each team level. Spaces will be filled on a first come, first served basis. Once a level is full, a waiting list will be started. Due to space constraints and safety concerns, we are unable to go over the numbers set by the coaches.

WAIT LISTS

Many factors determine how we manage our wait list. We have a set number of lanes and hours to balance availability across all skill levels. Sometimes there is room at one level, but a wait list at another. We will not put a swimmer in a level that is not a good fit for them simply because there is availability as it would not be a good experience and potentially unsafe to do so.

POLICY

Registration is not complete until payment has been received. If payment is not received within 14 days of registration, the swimmers spot is no longer held. Accounts that have not been paid may lose their spot to a swimmer on the waiting list. Once a spot is given to a waiting list member, you are no longer guaranteed a spot is available.

RESULTS

Completion of WAT registration and participation in practices and/or meets indicates that you have received and acknowledged the WAT Handbook and agree to the policies and procedures as listed.

22. EXPLANATION OF FEES & FEE POLICY

PURPOSE

The Watertown Aquatic Team is a non-profit organization run by a parent-led board of directors. WAT is self-supporting through membership fees and fundraising. Fees and fundraising efforts go directly towards the teams operating expenses including pool rental, coach salaries, equipment, and supplies.

POLICY

REGISTRATION FEES:

- Session Fees, Volunteer Fees, and USA Swimming Registration Fees (if needed) are due in full upon registration.
- If a payment plan is required, please contact the Treasurer @ wattreasurer@gmail.com
- Returning Swimmers - All outstanding fees must be paid before a swimmer can register

INVOICES and OUTSTANDING BALANCES

- Invoices are sent out on the 1st of the month via email.
- Invoices will include overdue fees and any other fees incurred since the last billing statement such as meet fees, late fees, etc.
- No refunds or waived fees will be given, even if a swimmer has chosen to not participate
- Invoiced items that have not been paid by the 15th of the month are subject to a \$10.00 late fee.
- Any account which has a past due balance of more than one month will be discussed at the monthly board meeting.
- WAT reserves the right to withhold a swimmer from the water for unpaid balances

USA SWIMMING REGISTRATION FEE

- This is a non-refundable fee that establishes the swimmer's amateur status as a competitive swimmer and provides insurance coverage during swim practice sessions and meets.
- The registration is valid for a calendar year, ending December 31st.
- ALL swimmers, new and returning, must be registered with USA Swimming in order to participate in any WAT functions including practices.
- WAT will register swimmers, coaches, and the team during Winter Registration (normally held during November).
- Your swimmer(s) USA Registration fee(s) will be added to accounts during Winter Registration.
- Swimmers who do not swim in the Winter Session will have their USA Registration added to the first session of the year that they swim with WAT.

USA SWIMMING TRANSFER FEE

- The USA mandatory transfer fee, determined by USA Swimming, that covers the cost of transferring membership to WAT from another team.
- This only applies to swimmers with a current USA swimming membership transferring from another USA swim team.

MEET FEES

- Meet fees are the fees assessed by the host of a swim meet and can be broken down into several categories:
 - Individual Fees: This ranges, on average, from \$4.00-\$6.00 per individual event. These fees go to the meet host.
 - Relay Fees: These fees are posted in meet fees as a large amount and divided evenly among the participants of the relay.
 - Splash Fee: This fee, set by the LSC, pays for the services at the state level.
 - Other Fees: Other fees (facility fee, meet surcharge, admission fees, heat sheets, etc.) are set by host clubs to offset facility rental, and team expenses.
- When registering for meets, WAT will pay the meet fees up front for all swimmers.
- Meet fees will be charged to the swimmers account.
- Meet fees will not be refunded regardless of whether the swimmer swims or not
- In the event that a swimmer does not come to a meet and a relay is then cancelled due to their absence, a \$15 fee will be charged to the account of the missing swimmer.

LEAVING THE TEAM

- Should your swimmer decide to quit the team for any reason (other than medically necessary), fees will NOT be refunded.
- Any remaining balance on the account must be paid to Watertown Aquatic Team
- The coach should be notified in writing.
- If you feel there is a special circumstance, you may appeal this decision at a monthly board meeting.

INSUFFICIENT FUNDS

- A \$35 fee for each declined transaction will be charged to the account.
- Multiple NSF checks will be brought to the attention of the Board of Directors and may result in only cashier's checks or cash payments being accepted.

PAYMENTS

- All payments must be paid by cash or check – payable to WAT.
- Payments may be mailed to WAT, PO Box 23, Watertown, WI 53094, given to your coach, or placed in the Treasurer envelope at the indoor pool.
- To keep fees low, WAT does not take credit cards at this time.
- Invoices dated the first of the month must be paid by check or cash by the 15th of the month to avoid a late fee.

23. VOLUNTEERING & TEAM SERVICE POLICY

PURPOSE

Volunteering and involvement are essentially important to WAT and the best way to support your swimmer and the team. By volunteering, the parents show their commitment to the swimmers and the team.

POLICY

A volunteer fee of \$50 is charged at the beginning of each session. This fee will be refunded at the end of the session to each family who completed the required number of volunteer hours for the session.

We have many events throughout the year for WAT families to have the opportunity to pitch-in to help for the good of our swimmers and the team. There are multiple ways to contribute your time, and we will work to find something that fits within your schedule. It is the parent's responsibility to seek out volunteer hours.

Once you sign up for a volunteer shift, you are responsible for performing that volunteer shift.

All swim families MUST work either the AM or PM session at all WAT hosted meets. Families who fail to volunteer will not be eligible for the fee refund and may be charged an additional \$50.

RESULTS

If the necessary volunteer hours are not met, the refund of the Volunteer Fee will not be refunded.

All volunteer refunds will be returned via check to the family after the completion of the swim session.

24. FUNDRAISING POLICY

PURPOSE

As a non-profit corporation, participation in WAT fundraising events is essential to keep fees low and plays a key role in WAT maintaining a working budget. A variety of fundraisers are considered by the Board of Directors and chosen in advance of the season.

POLICY

Each family is required to participate in the team-sponsored fundraisers. In the event that a buyout option is offered, the buyout fee will be charged to all families who did not participate in the fundraiser.

25. FINANCIAL ASSISTANCE POLICY

PURPOSE

To regulate the granting of financial assistance in the form of registration fee reductions for individuals and families financially unable to pay the established program fee.

PHILOSOPHY

WAT strongly believes that all citizens should have the opportunity to participate in a competitive swim team regardless of financial status.

BACKGROUND

The Watertown Aquatic Team is a non-profit organization created to provide competitive swimming opportunities for the Watertown area. The club provides an organized, coached environment for swimmers of various ages and abilities. The club maintains contracts for pool time and employs swim coaches. The financial revenue to support the club's mission is composed of registration fees collected from swim members per session, profits generated from WAT endorsed activities, revenue from Polar Plunge home meet, and donations.

POLICY

The board recognizes that the many personal benefits derived from competitive swimming in a club environment as well as the significant cost required to maintain membership in WAT. The Board attempts to maintain a high-quality swim and coaching environment for members while keeping the costs to an affordable level for swimmers and their families. We recognize however, that financial hardships among families can affect continuation of a swimmer's membership. Subsequently, the Board has created a policy to assist families with membership continuation in the form of "registration fee reduction".

- 1) Fee reduction will apply to registration fees only.
- 2) The swimmer is still responsible for meet fees, USA Swimming Fees, fundraisers, and other fees.
- 3) Financial assistance shall not be granted for Meet entries, USA- Swimming Memberships, Wisconsin Swimming Memberships, or equipment purchase.
- 4) Fee reductions shall be considered at the beginning of each registration cycle and any must be reapplied for consideration at each registration.
- 5) The consideration of a registration fee reduction request is based on the current financial hardship in the family. The family will be required to provide a written letter of hardship. If the family feels other documentation (confirmation of reduced lunch prices at school, W-2,

paycheck stub, etc.) would help the board make a decision, they are welcome to turn it in with the written letter of hardship.

- 6) The award of a fee reduction shall be at the discretion of the Board. The following information (but not limited to) will be assessed by the Board when considering requests:
 - a. The financial condition of the family
 - b. The number of requests made and the financial condition of the club
 - c. The number of years the swimmer/family has been associated with the club in good standing
 - d. The past and current involvement of the swimmer/family in the club competitions, activities, and volunteer involvement.
- 7) The registration fee reduction may be rescinded by action of the Board if the swimmer/family fails to timely pay all other fees, fails to maintain membership in good standing, or fails to keep the award of the fee reduction in strict confidence.
- 8) Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future. This may result in a swimmer being removed from the team mid-season.
- 9) The Board may approve any percentage of assistance up to 100% of registration fees.

CONFIDENTIALITY

The applicant agrees that he/she will keep the terms of this agreement confidential and will not disclose any of the terms of this agreement to any third party, other than the WAT Board of Directors on a strictly confidential basis, at any time during the duration of this agreement. The Board of Directors will keep all information regarding this fee reduction request in confidence and will not disclose it to anyone.

APPLICATION PROCESS:

- 1) Swimmers may apply for Financial Assistance by completing the Application for Financial Assistance.

DECISION PROCESS: The Board will follow the below process to protect the confidentiality of the applicant and ensure the application is processed in a timely manner.

- 1) Application and all relevant documentation must be submitted to a WAT Board Member by the session registration deadline.
- 2) New members must submit the application and relevant documentation to a WAT Board Member as soon as possible in order for the application to be reviewed at a closed session of the Board.
- 3) The WAT Board will discuss the relevant documentation and present the information to the Board.

- 4) Once a decision has been reached, a member of the Board will reach out to the family within 48 hours.
- 5) The decision of the Board will be final.

26. MEDICAL LEAVE POLICY

SUMMARY

- A medical leave is defined as swimmer's absence from swimming ordered by a health care provider that lasts at least fourteen (14) consecutive days.
- A swimmer on a medical leave for a partial season will receive a credit against the swimmer's registration fee for the following season.
 - The credit will be calculated on a weekly basis.

REQUESTING A MEDICAL LEAVE

- To request a medical leave, a signed statement from a health care provider must be submitted to the President and Vice President of the Board of Directors ("Board") of WAT with the following information:
- The health care provider's name, address, phone number and position (letterhead acceptable);
- The dates of services; and A statement that swimming should be suspended and the date when swimming can be resumed. The specific medical issue does not need to be disclosed.
- Communication of the request via email is recommended. A legible copy of the health care provider's statement may be attached to the email.
- The swimmer will remain on the roster for the remainder of the season.
- The swimmer and family will be required to participate in all mandatory club events for the remainder of the season.

PROCEDURE

- The President and Vice President shall review the request within 14 calendar days of receipt.
- If the request fails to meet the criteria in Section 2 above, the President or Vice President will notify the requestor of the deficiency and provide a reasonable opportunity to supplement the request.
- If, in the judgement of the President and Vice President, the request for medical leave meets the criteria in Section 2 above, the Vice President shall notify the appropriate Board members credit the swimmer's account, provide exemptions to mandatory club activities and take other action consistent with this policy.

RESUMING PRACTICES/COMPETITIONS

- Any swimmer wishing to resume swimming for WAT after a medical leave must provide a signed statement from a health care provider to the President and Vice President with the following information:
- The health care provider's name, address, phone number and position (letterhead acceptable); and A statement that permission has been given for the swimmer to resume workouts on a certain date.

CONFIDENTIALITY

- To the extent health information is included in the request for medical leave, the request for medical leave will serve as your consent to disclosure of the health information in accordance with this policy.
- All requests for medical leave will be considered highly confidential and will be shared only as necessary to administer this policy.

27. ELECTRONIC COMMUNICATION POLICY

PURPOSE

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

GENERAL CONTENT

Our primary means of communication between the coaching staff, board, and swim families is email. You will be notified of changes, deadlines, meet information and team info on a regular basis. It is the family's responsibility to read and provide timely responses to the coaches and board.

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

For example, as with communication with an athlete, electronic communication should not contain or relate to any of the following: drugs, alcohol, sexually oriented conversation language or activity, the adult's personal life activities or problems, explicit pictures.

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

- **Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
- **Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

FACEBOOK, TWITTER, BLOGS, SOCIAL MEDIA AND SIMILAR SITES

Coaches and athletes are not permitted to "private message" each other through any internet forum. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method. Although WAT has an active Facebook page, email will remain the official form of communication.

TEXTING

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

EMAIL

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

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

28. LOCKER ROOM MONITORING POLICY

PURPOSE

WAT looks to keep our swimmers safe and in doing so recognizes that we practice at Riverside Middle School in Watertown, WI. This location has a changing area that is shared with the general public. As such, there are likely to be people who are not associated with the Watertown Aquatic Team in the changing area around the time of practice.

MONITORING

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, only if they do not return in a timely fashion, we will check on the athlete's whereabouts. Coaches will not enter a locker room unless it is deemed 100% necessary. Parents/guardians of swimmers should not enter a locker room and/or changing areas unless it is an emergency situation. In those instances, it should only be a same-sex parent and an attempt made to notify a coach.

POLICY

The Watertown Aquatic Team has staggered practices, with different groups arriving and departing throughout practice times. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time.

Coaches will not enter a locker room for any reason unless it is deemed a medical or safety emergency. Coaches rely on the information shared with them from swimmers as to locker room behavior and conditions. Coaches will make a final sweep of the locker rooms 15 minutes following practice to ensure that all swimmers have left the premises.

Parents are not to enter a locker room unless it is an emergency. This is for the safety of our swimmers and the parents. Should your swimmer(s) need help, please use the restroom off the pool entryway.

VIOLATIONS

Coaches in violation of this policy will be asked to temporarily step down from coaching until the WAT Board of Directors has a hearing regarding the matter. Violations will be directed to the disciplinary panel of the WAT Board of Directors.

Parents in violation of this policy will be given one (1) verbal warning that they are in violation of the WAT policy. Subsequent violations to this policy may result in the parent not allowed at WAT practices/events.

29. PHOTO & VIDEO POLICY

PURPOSE

There has been much talk about whether it is safe to have images take of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be mis-used, and children can be put at risk if common-sense procedures are not observed.

POLICY

All photographs must observe generally accepted standards of decency in particular:

- 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.

Photos and/or videos may be taken of WAT swimmers during practices and/or meets.

The team may take photos for use on the team website or use them in promotional material. Every effort will be made to speak with a parent prior to this happening.

The team may take videos, both above and under the water, in order to better instruct swimmers on stroke technique and to illustrate both positive and negative aspects of a swimmer's skills. Videos will be used to help a swimmer learn and never be used to shame a swimmer.

RIGHT OF REFUSAL

Parents have the right to refuse agreement to their child being photographed. If the parent wishes to refuse consent of the following items: take photographs to use on the club's website, take photographs to include with newspaper articles, take photographs to use on social media, video used for training purposes only; the parent should provide a written letter of refusal to any coach or board member. The refusal letter will be valid from that date forward and will not apply to any photos or videos WAT used prior. This policy does not cover photos and/or videos taken by other swimmers, parents, and/or clubs.

30. CELL PHONE POLICY

BACKGROUND

Watertown Aquatic team recognizes that in today's world most all kids have a cell phone or some type of electronic device. With this comes the risk of abuse or photography or recordings that are not wanted.

USE OF CELL PHONE AND OTHER RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, increase the risk for many forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing areas: 305.3. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms or locker rooms.

POLICY

Cell phones or any other electronic devices, tablets or gaming devices are not allowed to be out in view of others, or in use, inside any locker room with NO exceptions.

Every swimmer, coach, parent, adult, volunteer, and staff member has a responsibility to enforce this policy.

Swimmers cell phones are not allowed on deck during practices.

Cell phones are allowed on deck during meets as long as swimmers pay attention to coaches, events, and actively cheer on other swimmers. If the coaches notice a problem at meets, coaches have the right to revoke access to cell phones while on deck at meets.

If an athlete violates the no cell phone rule, disciplinary action will be taken.

VIOLATIONS

Violations of this policy will be subject to:

- 1st Violation – a verbal warning
- 2nd Violation- a meeting between swimmer, parents, and coach will be requested. A plan of improvement will need to be agreed upon and documented
- 3rd Violation - Phone must be turned in to a coach to be placed in the WAT bin prior to entering the locker room
- 4th Violation – goes to the Board of Directors for a final disciplinary ruling

31. SAFESPORT AND MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)

WAT is committed to the safety of our swimmers. The links below offer information about USA Swimming's SafeSport guidelines and WAT's specific information.

In the event that a swimmer or family member has a concern to report, please [click here](#) for information and procedure on reporting a concern regarding Safe Sport. Please note this mandatory reporting rule:

Pursuant to [federal law](#), all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

Minor Athlete Abuse Protection Policy (MAAPP)

- [MAAPP](#) - **NEW**: Effective 6/23/2019

USA Swimming Safe Sport Material

- [USA Swimming Safe Sport Homepage](#)
- [Talk About Safe Sport](#)
- [Safe Sport Best Practices](#)

Education

- [Safe Sport education for parents](#)
- [Safe Sport parent card](#)
- [Safe Sport education for swimmers](#)
- [Safe Sport Activity Book for kids](#)

32. ILLICIT ACTIVITY POLICY

PURPOSE

Possession or intention of the following is a violation of the Watertown Aquatic Team and Watertown Unified School District rules and policy and will not be tolerated.

POLICY

Any infraction dealing with the following items will be cause for immediate removal from the team without refund.

- Any illegal drugs
- Drug paraphernalia
- Cigarettes
- E-cigarettes
- Alcohol
- Theft
- Entering the opposite gender team locker room
- Leaving a locker room while not covered appropriately
- Looking at inappropriate materials while at WAT related events
- Any other behavior deemed inappropriate by the coaches and Board of Directors

There will be a zero tolerance when dealing with these violations. Swimmers will be immediately removed from the water and a meeting of the Board of Directors will be held to determine whether that swimmer will be allowed back on to the team at a future date.

33. DISCIPLINARY POLICY

PURPOSE

WAT is dedicated to providing a safe and positive environment for children pursuing the sport of competitive swimming.

In this spirit of providing a positive and supportive environment, WAT will not tolerate unsafe behavior or safety violations. Coaches acknowledge that

swimmers are individuals need to be dealt with differently. Coaches are committed to working with swimmers and their parents as they are able after practices.

DESCRIPTIONS

BEHAVIOR VIOLATIONS- disrupts practice or the ability to coach.

SAFETY VIOLATIONS - any action that jeopardizes the health or well-being of the team or coaches.

POLICY

Documentation will be maintained in the Coach's Binder. Infractions will include the following information: Date, time, offense. Documentations must be signed.

- 1) 1st Offense –will be handled with 'time-outs', not to exceed 15 minutes.
 - Time-outs will be spent on deck or on the bleachers.
- 2) 2nd Offense – A meeting with the coach, swimmer, parents, and a board member will be requested.
- 3) 3rd Offense – a result in a one-week suspension from practice.
- 4) 4th Offense – a review by the WAT Board at the next scheduled meeting to discuss the Dismissal of the swimmer from the team. Dismissal results in the forfeitures of all fees paid to WAT.

If an offense is deemed to be serious enough to require immediate attention, the Head Coach has the ability to do what is necessary with the full support of the Board of Directors.