

AQUATIC CLUB of ENID

2022-2023



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TEAM POLICY HANDBOOK

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Chapter 1

TEAM HISTORY AND PHILOSOPHY

1.1. Team Philosophy. The Aquatic Club of Enid (A.C.E.) is a competitive swim team in Enid, Oklahoma. We provide opportunities to swim in a safe, healthy environment and allow each participant to pursue their own goals and personal development, in and out of the pool. Through participation in sports, swimmers can learn to set goals, develop new skills, work as a team, and treat others fairly.

1.1.1. A.C.E. is a year-round program dedicated to helping athletes reach their God-given potential in spirit, mind, and body. We provide an atmosphere of challenging hard work and commitment that will help all swimmers meet their goals.

1.1.2. Swimming teaches participants how to win, how to lose with grace, and how to develop a personal philosophy that will help make them successful in life. They will learn to evaluate their efforts, set goals, and work to achieve them.

1.2. Team Goals and Objectives.

1.2.1. To have fun

1.2.2. To develop swimmers from beginners to high level athletes

1.2.3. To get the youth of our community involved in physical fitness activities

1.2.4. To save lives by teaching youth how to swim

1.2.5. To develop success in life, in and out of the pool

1.3. Team History. First established in 1974, A.C.E. had much success and produced great swimmers throughout the years but was disbanded in 2008. Swimming continued in Enid for the next 10 years through the YMCA Water Rockets swim team which started in 1997. A USA SWIMMING team was started through the YMCA in 2012 under the Water Rockets name, and many athletes became more involved in the sport and the team grew. In July of 2018 the decision was made to separate the swim team from the YMCA and the team reassumed the Aquatic Club of Enid charter, reestablishing A.C.E. as the only USA SWIMMING team in Enid.

1.3.1. Currently our head coach is Samuel Stewart who began swimming with the Water Rockets when he was 16 years old and started coaching at age 18. Coach Stewart took over as head coach of the Enid YMCA swim team in December of 2013 after serving as the assistant coach for a year and a half. Since then he has brought the team from no level to a level two Club on the USA SWIMMING recognition program. He has led the team to 6 YMCA State Championships, 65 YMCA state records, and 15 USA SWIMMING state records. Our team has trained many YMCA and USA SWIMMING state record holders, and has sent multiple swimmers to Junior Nationals. Our swimmers have received scholarships from the National Association of Intercollegiate Athletics, and Division 2 and Division 1 colleges. We are very proud of our swimmers' accomplishments and we look forward to working with all new swimmers and their families.

1.4. NOAA Board of Directors. In July 2018, the team reassumed the past Northwest Oklahoma Aquatic Association (NOAA) charter, established under the auspices of USA SWIMMING. A new Board of Directors was elected by swim team parents. A.C.E. is a trademarked team name under NOAA.

1.4.1. The Board consists of:

1.4.1.1. President

1.4.1.2. Vice President

1.4.1.3. Treasurer

1.4.1.4. Secretary

1.4.1.5. Three At-Large voting members

1.4.2. The Board establishes club policies, ensures compliance with USA SWIMMING policies, sets registration fees and dues, and oversees the operation of the non-profit entity.

1.5. Facebook and Team Unify. A.C.E. uses Team Unify to manage the team roster, register for USA SWIMMING meets, and to track attendance at practice. Parents will receive a registration link by email from the head coach.

1.5.1. Team Unify team homepage can be reached by following the link below:

[https://www.teamunify.com/Home.jsp? tabid =0&team=ymca-5297](https://www.teamunify.com/Home.jsp?tabid=0&team=ymca-5297)

1.5.2. Coaches and the Board will also communicate announcements and information in the A.C.E. Facebook Group page. Request membership by following the link below:

<https://www.facebook.com/groups/2137639516311498/>

1.5.3. Additional information will be sent to parents via email if necessary.

Chapter 2

REGISTRATION

2.1. New and Returning Members. Registration is accomplished annually in September for the swim season 1 September – 31 August. The following forms will be provided during registration and are required for team membership:

- 2.1.1. USA SWIMMING Athlete Registration. USA Swimming registration will be accomplished by parents using the USA Swimming SWIMS portal.
- 2.1.2. A.C.E. Registration form
- 2.1.3. Membership and dues contract
- 2.1.4. Use of Likeness form
- 2.1.5. ACH information for dues payments
- 2.1.6. Team Policy Acknowledgement Form
- 2.1.7. SafeSport Minor Athlete Abuse Prevention Policy Acknowledgement of Policy

2.2. Swim Team Fees. A.C.E. is a year-round program based on the recognized swim year (1 September – 31 August). Dues are billed monthly by Automatic Clearing House (ACH) transfer.

- 2.2.1. There are two payment options for team fees:

- 2.2.1.1. One-time annual payment in full – 10% discount on 1st swimmer – Due by the 10th of September.
 - 2.2.1.2. Monthly payments – Due by the 10th of each month.

- 2.2.2. ACH is the preferred method of payment.

- 2.2.3. Swim Team Fees and Dues:

- 2.2.3.1. USA SWIMMING Registration. This fee registers the swimmer with USA SWIMMING and is due annually in September. This is paid by the parents directly to USA Swimming.
 - 2.2.3.2. Monthly Dues. (**See dues schedule for rate**). Due by the 10th day of the month.

- 2.2.4. Discounts for Multiple Swimmers and Pre-payment of Dues.

- 2.2.4.1. For families with multiple swimmers there will be a 10% discount for each additional swimmer from the same household. Discount will be applied to the dues of all swimmers in color groups equal to or lower than the swimmer in the highest group. For example, if a family has a swimmer in the Elite group and the Orange group then the discount will apply to the swimmer in the Orange group.

- 2.2.4.2. An additional \$100 discount will be applied if the entire year of dues is pre-paid. For families that pay team fees up-front, the 10% up-front payment discount will apply to the 1st swimmer only. The 10% multi-swimmer discount will apply to 2nd and (if applicable) 3rd/4th swimmers. **Max discount per swimmer is 10%.**

- 2.2.5. Joining the team mid-month. If a swimmer joins the team on or after the 15th day of the month, dues for that month will be 50% of the normal rate. Regular dues rates will follow in subsequent months.

Group	2023 Tiered
Red	\$80.00
Green	\$80.00
Orange	\$85.00
Blue	\$85.00
Gold	\$85.00
Advanced	\$90.00
Elite	\$90.00

Table 2.1

2.3. Additional Fees and Policies.

2.3.1. Returned Checks. A **\$25** fee will be charged for returned checks.

2.3.2. Late Payments. On-time payment of dues is critical for the operation of the swim team. A **\$15** fee will be assessed for any payment remitted after the 10th (due date) of each month. Once a member's account becomes 60 days past due, the member will receive a late notice, and payment is due immediately or the account will be suspended and sent to collections. All outstanding account balances must be paid in full before swimmer(s) can register for the next meet or season.

2.3.3. ACH Termination. 30-day advance notice is required to stop billing/ACH withdrawal. Forms can be requested from the ACE Treasurer at aquaticclubenid.treasurer@gmail.com.

2.3.4. Meet Fees: Each meet will be subject to specific fees based on the meet host and individual swimmer events. The fees required will be outlined when the coaches notify athletes and parents when it is time to register for the event via Team Unify. Costs will vary depending on the number of events and days in which the swimmer will participate. Invoices will be sent promptly after meet entries are submitted. Meet fees will be drafted automatically via ACH. Athletes who are registered must pay the meet fees. **The meet fees are NOT refundable if the swimmer does not, for any reason, attend the meet.** This is because A.C.E. is responsible to the host club for the registration fees of all swimmers who have committed to the meet, regardless of if they swim or not in the meet.

2.3.4.1. A team meet surcharge of **\$6 per swimmer** will also be assessed for all competitions to cover staffing, relays, and team travel costs. All swimmers will be charged this fee regardless of if they are participating in the meet.

2.3.5. Miscellaneous Fees. There may be other fees and charges assessed throughout the swimming year (travel expenses, caps, team t-shirts, gear, etc.). Parents will be notified in advance via memorandum or email of the nature, amount, and due date for any such fees.

2.3.6. The team does not "pro-rate" or refund dues for missed time. Dues will not be suspended for temporary absences shorter than 60 days (vacation, taking a break for another sport, etc). Exceptions may be made in extreme cases upon the recommendation of the head coach to the board.

2.3.7. Volunteer Requirements: In order for the swim team to run properly parent volunteers are critical. To underscore the requirement for parents to volunteer there will be a surcharge assessed for families that do not perform at least 5 hours of volunteerism every season (October – September) for families with one swimmer. For families with multiple swimmers 10 hours of volunteerism is required. An additional \$10 per swimmer above the normal dues will be assessed in arrears at the end of the season (no later than September 30). Parents can fulfill the volunteer requirement in many ways such as serving on the N.O.A.A. Board, timing or officiating at away meets, serving as a committee chair or member, chaperoning a travel meet, or volunteering during fundraising activities. Other volunteer opportunities will be at the discretion of the Volunteer Committee Chairman.

2.3.8. NCAA Alumni Summer Program. To encourage A.C.E. alumni currently swimming for NCAA programs to rejoin A.C.E. during their summer break, A.C.E. dues for the entire summer season will be a flat \$100. NCAA swimmers are responsible for transferring their USA Swimming membership and paying meet fees.

2.4. Scholarship Program.

2.4.1. Applications. To assist those swimmers with financial hardship, A.C.E. will consider scholarships annually in August. Applications will be due to the Board Secretary by August 1st. See Attachment 1 for the scholarship application

2.4.2. Scholarship Types. Scholarships exist for reduced-cost USA Swimming registration as well as reduced A.C.E. club dues. These dues scholarships may cover full, partial, or limited dues (3 months, for example). The Board may also provide a temporary “hardship” scholarship for families that come into unforeseen financial difficulties.

Chapter 3

PRACTICE

3.1. A.C.E. Training Groups. For training group assignments, the staff takes into consideration such factors as practice attendance, daily attitude and effort, physical development, technical proficiency, and competition performances. The staff puts great time and effort into evaluating and discussing the appropriate group placement for each individual athlete to ensure each is in the appropriate situation for their development. Below are the required skills for each group:

<u>Red:</u>	Must be able to complete 25 yards of back, breast, and fly and 50 yards free. All Red group swimmers must make at least 2 practices a week.
<u>Green:</u>	Must be able to complete at least 3 of the following times: Swim a 50 fly under 1:10.00, 50 Back under 1:10.00, 50 breast under 1:20.00, 50 free under 1:00.00 and swim a 100 free without stopping. All Green group swimmers must make at least 2 practices a week.
<u>Orange:</u>	Must be able to complete at least 3 of the following times: Swim a 50 fly under 56.00, 50 back under 56.00, 50 breast under 1:05.00, 50 free under 48.00 and swim a 200 free without stopping. All Orange group swimmers must make at least 3 practices a week.
<u>Blue:</u>	Must be able to complete at least 3 of the following times: Swim a 50 fly under 48.00, 50 back under 48.00, 50 breast under 54.00, 50 free under 39.00, finish a 500 free without stopping. All Blue group swimmers must make at least 3 practices a week.
<u>Gold:</u>	Must be able to make at least 3 of the following times: Swim a 50 fly under 40.00, 50 back under 40.00, 50 breast under 46.00, 50 free under 34.00, finish a 1,000 free without stopping. All Gold group swimmers must make at least 4 practices a week.
<u>Advanced:</u>	Must be able to complete at least 3 of the following times: Swim a 50 fly under 32.00, 50 back under 32.00, 50 breast under 38.00, 50 free under 28.00, finish a 1,650 free without stopping. All Advanced group swimmers must make at least 5 practices a week.
<u>Elite:</u>	Must have at least one USA sectionals meet cut time and be able to complete the following sets, 8x50 free on 40. 8x100 stroke on 1:45. And 5x200 free on 2:45. All Elite group swimmers must make every practice.

Table 3.1

3.2. Practice Schedule. Swimmers commit to a minimum number of practice sessions per week based on their skill level

- | | |
|-----------------|------------------------|
| 3.2.1. Red | 2 sessions/week |
| 3.2.2. Green | 2 sessions/week |
| 3.2.3. Orange | 2 sessions/week |
| 3.2.4. Blue | 3 sessions/week |
| 3.2.5. Gold | 4 sessions/week |
| 3.2.6. Advanced | 5 sessions/week |
| 3.2.7. Elite | Must make all sessions |

Red Group Monday & Wednesday -Dry-land in studio 4:00-4:30pm -Swim 4:30-5:00pm Tuesday & Thursday -Swim 4:00-5:00pm Saturday -Swim 9:30-10:30am	Green Group Monday & Wednesday -Dry land in studio 4:00-4:30pm -Swim 4:30-5:00pm Tuesday & Thursday -Swim 4:00-5:00pm Saturday -Swim 9:30-10:30am	Orange Group Monday & Wednesday -Dry-land in studio 4:00-4:30pm -Swim 4:30-5:30pm Tuesday & Thursday -Swim 4:00-5:30pm Saturday -Swim 9:30-11:00am
Blue Group Monday & Wednesday -Dry-land in studio 4:00-4:30pm -Swim 4:30-5:30pm Tuesday & Thursday -Swim 4:00-5:30pm Friday 3:00-5:00pm Saturday 9:30-11:30pm	Gold Group Monday & Wednesday -Dry-land in studio 4:00-4:30pm -Swim 4:30-5:30pm Tuesday & Thursday -Swim 4:00-5:30pm Friday 3:00-5:00pm Saturday 9:30-11:30pm	Advanced Group Monday & Wednesday -Dry-land 6:00-7:00am -Swim 5:00-6:30pm Tuesday & Thursday -Swim 5:00-6:30pm Friday 3:00-5:00pm Saturday 9:30-11:30pm
	Elite Group Monday & Wednesday -Dry-land 6:00-7:00am -Swim 5:00-6:30pm Tuesday & Thursday -Swim 5:00-6:30pm Friday 3:00-5:00pm Saturday 9:30-11:30pm	

Table 3.2

3.3. Denny Price Family YMCA Facility Guidelines. Daily swim practices are conducted at the Denny Price Family YMCA located at 415 West Cherokee Ave., Enid. Team members are expected to conduct themselves appropriately during swim practice and in locker rooms and changing areas. Swim equipment is owned by the YMCA and must be treated properly. Horseplay will not be tolerated.

3.3.1. Items may not be left unattended in the locker rooms. Neither A.C.E. nor the facility is responsible for items lost or stolen while unattended in the locker rooms. Items left overnight in the locker rooms may be discarded by the YMCA and/or facility staff members.

3.3.2. A.C.E. is fortunate to have access to the YMCA facility. Our primary objective as tenants of the facility is to tread lightly and minimize our footprint in an effort to stay in good standing with the facility and the YMCA. YMCA policies are subject to revision, and so A.C.E. will adapt team policies to continually comply with facility rules and requests. We ask members to do the following as it relates to the facility:

3.3.2.1. Observe and comply with facility rules and regulations at all times.

3.3.2.2. Treat the facility and staff with respect.

3.3.2.3. Avoid communication with facility staff on behalf of A.C.E. without specific direction from the Head Coach.

3.3.2.4. Be flexible as policies and procedures change.

3.4. Sign in / Sign out Policy. It is the policy of the YMCA that all A.C.E. swimmers sign in upon arrival and sign out upon departure. Swimmers will ensure they sign in and out as required based on established YMCA processes.

Chapter 4

SWIM MEETS AND TRAVEL POLICIES

4.1. Swim Meet Policies.

4.1.1. Parents will commit for their swimmer(s) to attend a meet by editing the commitment for each swimmer in Team Unify prior to the deadline for meet registration. Athletes who are listed as “committed” at the registration deadline must pay the meet fees. **The meet fees are NOT refundable if the swimmer does not, for any reason, attend the meet.**

4.1.2. Swimmers are encouraged to sit with the team and their teammates. Wearing team t-shirt is highly encouraged.

4.1.3. Parents are not allowed on deck unless they are volunteering, coaching, or officiating in the meet.

4.1.4. For all meet sign ups, coaches have the final say on selected events for all swimmers.

4.1.5. Swimmers should try to be 15 minutes early for warm ups when possible.

4.1.6. Parents are not to approach officials with questions or complaints. These should be directed to the coaches, who can relay them to officials if necessary.

4.1.6.1. Coaches may decide against contesting disqualification calls. A.C.E. philosophy is for swimmers to learn from their mistakes. Note: Video evidence is not permitted to overturn disqualifications at USA SWIMMING competitions.

4.1.7. Parents should avoid approaching the warm-up / warm-down pool to speak to their child except for extenuating circumstances unrelated to swimming performance.

4.2. Swim Meet Travel Policies.

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

4.2.1. A.C.E. will not be responsible for swimmers’ travel to meets. All travel arrangements shall be coordinated by the swimmer or his/her family. At times the team may reserve a block of rooms at a hotel near the meet venue. Staying at the “team hotel” is voluntary.

4.2.2. A.C.E. is committed to USA SWIMMING Safe Sport guidelines during team travel. In order to provide a safe environment, A.C.E. will adhere to the following **mandatory** policies (USA SWIMMING rule in parenthesis):

4.2.2.1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

4.2.2.2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

4.2.2.3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

4.2.2.4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

4.2.3. Reserved for future **recommended** policies

Chapter 5

FUNDRAISING, SCHOLARSHIPS, COMMITTEES, AND BOARD LEADERSHIP

5.1. Family Support. A.C.E. requires support of families and parents in order to be successful. Parents can get involved by volunteering as timers at meets, becoming USA SWIMMING officials, and serving on the A.C.E. Board. Parents are also encouraged to join and support the following club committees:

5.2. Fundraising Committee. Seeks out corporate sponsorships and team fundraising activities.

5.3. Scholarship Committee. Establishes and executes a scholarship policy, to include an application, vetting, and selection process for deserving scholarship recipients. See attachment 2 for scholarship application information.

5.4. Swim Meet Committee. Organize team activities and travel relating to swim meets.

5.5. Social Committee. Plans end of season parties and other gatherings.

5.6. Board Leadership. The bylaws of NOAA govern the succession plan and board mentoring. The board consists of four officers and three at-large members serving 3-year terms. A board member begins as an at-large member and receives mentoring from an officer in order to assume that officer's role in the succeeding term. The President can only serve upon serving one term as an officer. Each board member is required to complete the USA Swimming Club Leadership & Business Management School 101 online course. Board members must also be non-athlete members of USA SWIMMING.

5.6.1. Annual Board Evaluation. The NOAA Board will conduct a self-evaluation annually using the USA Swimming Board Self-Assessment program.

Chapter 6

SWIMMER CODE OF CONDUCT

6.1. Swimmer Code of Conduct and Expectations. A.C.E. team members are respectful of their peers, coaches, officials, parents, and facility staff, and exhibit good sportsmanship towards their teammates and opponents at all times.

6.1.1. A.C.E. team members do not engage in illicit or illegal activities. A.C.E. members suspected of engaging in illegal activities, or of **being in the presence** of others participating in such activities will be subject to team discipline.

6.1.2. The use of audio/visual recording, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms at any time.

6.1.3. Violation of A.C.E. Code of Conduct will result in team discipline which may include one or more of the following: verbal or written reprimand, probation, temporary suspension, or removal from the team.

6.1.4. Treat your teammates, coaches, official, parents, and opponents with respect. If A.C.E. is a safe, positive environment, then you and your teammates will want to come every day. Treating each other kindly and with respect makes A.C.E. events something all athletes look forward to.

6.1.4.1. No unwanted physical contact.

6.1.4.2. No foul or harmful language.

6.1.4.3. No social exclusion or isolation

6.1.5. Listen to your coaches. Listen well enough to understand the coaches' instructions on how to do the set right, so you can improve your technique or learn a new skill. Trust your coaches—they are your eyes on the deck.

6.1.5.1. Do not speak when your coach is speaking.

6.1.5.2. Listen to and understand the training set requirements AND how to do it.

6.1.5.3. Make changes when asked.

6.1.5.4. Trust your coach.

6.1.6. Contribute to an organized environment.

6.1.6.1. Be in the water on time.

6.1.6.2. Allow teammates to pass if they touch your feet.

6.1.6.3. Proper lane etiquette helps everyone get the most out of each workout.

Chapter 7

PARENT CODE OF CONDUCT

7.1. Parent Code of Conduct. Adherence to the A.C.E. parent code of conduct will help create a positive youth sports environment for your athletes, and permit the A.C.E. staff to achieve our shared goal of helping your child fulfill his or her fullest potential in the sport. Any violation of this code will be brought to the attention of the Head Coach, who will issue the appropriate response. This response could include one or more of the following: verbal or written reprimand, probation, temporary suspension, or removal from the team. Please adhere to the following guidelines:

- 7.1.1. A.C.E. parents will, through their actions and conduct, exhibit good sportsmanship and encourage their children to do the same at all times.
- 7.1.2. A.C.E. parents will respect and cooperate with coaches, team members, opponents, spectators, and officials at all times.
- 7.1.3. A.C.E. parents are not to approach officials or other meet administrators during competitions. A.C.E. coaches are to be the sole liaisons for issues involving admins and officials.
- 7.1.4. A.C.E. parents recognize that A.C.E. coaches are professionals and will allow them to coach without interference. A.C.E. parents leave coaching to the coaches and respect all coaching decisions including group assignments, meet entries and relay assignments, workout focuses, etc.
- 7.1.5. Any concerns A.C.E. parents have related to the A.C.E. program should be discussed with the athlete's coach privately and in a professional manner. If the matter is not resolved, the issue should be brought to the attention of the Head Coach.
- 7.1.6. A.C.E. parents will not access locker rooms in use by athletes. The use of audio/visual recording, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms at any time.
- 7.1.7. A.C.E. parents will comply with all facility guidelines at A.C.E. training facilities, and at any events A.C.E. attends.
- 7.1.8. Please also consider the "10 Commandments for Swim Parents" to inform your daily approach:
 - 7.1.8.1. I. Thou shalt not impose thy ambitions on thy child.
 - 7.1.8.2. II. Thou shalt be supportive no matter what.
 - 7.1.8.3. III. Thou shalt not coach thy child.
 - 7.1.8.4. IV. Thou shalt only have positive things to say at a competition.
 - 7.1.8.5. V. Thou shalt acknowledge thy child's fears.
 - 7.1.8.6. VI. Thou shalt not criticize the officials.
 - 7.1.8.7. VII. Thou shalt honor thy child's coach.
 - 7.1.8.8. VIII. Thou shalt be loyal and supportive of thy team.
 - 7.1.8.9. IX. Thy child shall have goals besides winning.
 - 7.1.8.10. X. Thou shalt not expect thy child to become an Olympian.

Chapter 8

ANTI-BULLYING POLICY AND ACTION PLAN

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

8.1.1. The objectives of the Club’s Bullying Policy and Action Plan are:

- 8.1.1.1. To make it clear that the Club will not tolerate bullying in any form.
- 8.1.1.2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- 8.1.1.3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- 8.1.1.4. To make how to report bullying clear and understandable.
- 8.1.1.5. To spread the word that A.C.E. takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

8.2. What is bullying? The USA SWIMMING Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA SWIMMING Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- 8.2.1. Causing physical or emotional harm to the other member or damage to the other member’s property;
- 8.2.2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- 8.2.3. Creating a hostile environment for the other member at any USA Swimming activity;
- 8.2.4. Infringing on the rights of the other member at any USA SWIMMING activity; or
- 8.2.5. 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 Local Swimming Committee).

8.3. Reporting Procedure. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible. An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- 8.3.1. Talk to your parents.
- 8.3.2. Talk to a Club Coach, Board Member, or other designated individual.

- 8.3.3. Write a letter or email to the Club Coach, Board Member, or other designated individual.
- 8.3.4. Contact USA SWIMMING Safe Sport <https://www.usaswimming.org/Home/safe-sport>
- 8.3.5. **How we handle bullying.** If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT.** If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:
- 8.3.5.1. **First, we get all the facts.**
- 8.3.5.1.1. Keep all the involved children separate.
 - 8.3.5.1.2. Get the story from several sources, both adults and kids.
 - 8.3.5.1.3. Listen without blaming.
 - 8.3.5.1.4. Don't call the act "bullying" while you are trying to understand what happened.
 - 8.3.5.1.5. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social media bullying or cyber bullying. Collect all available information.
- 8.3.5.2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- 8.3.5.2.1. Review the USA SWIMMING definition of bullying.
 - 8.3.5.2.2. To determine if the behavior is bullying or something else, consider the following questions:
 - 8.3.5.2.1.1. What is the history between the kids involved?
 - 8.3.5.2.1.2. Have there been past conflicts?
 - 8.3.5.2.1.3. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - 8.3.5.2.1.4. Has this happened before? Is the child worried it will happen again?
 - 8.3.5.2.3. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - 8.3.5.2.4. Once you have determined if the situation is bullying, support all of the kids involved.
- 8.3.5.3. **Support the kids who are being bullied.**
- 8.3.5.3.1. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - 8.3.5.3.2. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

8.3.5.3.2.1. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

8.3.5.3.2.2. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.

8.3.5.3.2.3. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

8.3.5.4. Address bullying behavior.

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

8.3.5.4.2. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

8.3.5.4.3. Work with the child to understand some of the reasons he or she bullied. For example:

8.3.5.4.3.1. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.

8.3.5.4.3.2. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.

8.3.5.4.4. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

8.3.5.4.4.1. Write a letter apologizing to the athlete who was bullied.

8.3.5.4.4.2. Do a good deed for the person who was bullied, for the Club, or for others in your community.

8.3.5.4.4.3. Clean up, repair, or pay for any property they damaged.

8.3.5.4.5. Avoid strategies that don't work or have negative consequences:

8.3.5.4.5.1. Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

8.3.5.4.5.2. Conflict resolution and peer mediation don’t work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

8.3.5.4.6. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

8.3.5.5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

8.3.5.5.1. Be a friend to the person being bullied.

8.3.5.5.2. Tell a trusted adult – your parent, coach, or club board member.

8.3.5.5.3. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."

8.3.5.5.4. Set a good example by not bullying others.

8.3.5.5.5. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Chapter 9

ELECTRONIC COMMUNICATION POLICY

9.1. Purpose. A.C.E. (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.

9.2. Electronic Communication Policy. 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.

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

9.2.1.1. Drugs or alcohol use;

9.2.1.2. Sexually oriented conversation; sexually explicit language; sexual activity

9.2.1.3. The adult’s personal life, social activities, relationship or family issues, or personal problems; and

9.2.1.4. Inappropriate or sexually explicit pictures.

9.2.1.5. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

9.2.3. With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

9.2.3.1. *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.

9.2.3.2. *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.

9.2.3.3. *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.

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

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

9.2.4.1. The Club has an official Facebook Group page that athletes and their parents can join for information and updates on team-related matters.

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

9.2.5. Twitter and Instagram. In the future, the Club may create an official Twitter page or Instagram account that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

9.2.6. Snapchat and Similar Private Messaging Apps. Coaches are not permitted to message athletes on Snapchat or similar messaging apps. Likewise, athletes are not permitted to message coaches on Snapchat or similar messaging apps.

9.2.7. 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. When possible, coaches should include a parent or guardian in the text.

9.2.8. 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.

9.2.9. Single Platform Messaging Apps. Apps that facilitate group communication such as Slack or GroupMe may be used by the Board and Coaches to communicate to parents and athletes. All electronic communications from coaches, parents, and other adults to minor athletes must follow the guidelines put forth in paragraph 9.2.

9.2.9. 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.

Chapter 10

ANTI-DISCRIMINATION POLICY

10.1. Purpose. A.C.E. is a community swim team and as such strives to be an inclusive organization that is open to all members of the community. This chapter outlines the A.C.E. anti-discrimination policy.

10.2. Anti-discrimination Policy. A.C.E. will not discriminate against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, or physical disability, or any other status protected by federal, state, or local law. A.C.E. will provide a safe and inclusive environment for all of its athletes. In order to assist those members of the community who may be unable to afford monthly dues, A.C.E. provides a scholarship program (see paragraph 2.4).

Chapter 11

MINOR ATHLETE ABUSE PREVENTION POLICY

11.1. Purpose. A.C.E. is a swim team that will not tolerate minor athlete abuse EVER. USA SWIMMING Minor Athlete Abuse Prevention Policy (MAAPP 2.0, effective September 1st, 2021) is the guideline that A.C.E. will follow. Athletes and parents are required to acknowledge this policy in writing every year in accordance with USA SWIMMING requirements.

11.2. Minor Athlete Abuse Prevention Policy. A.C.E. will maintain the Club MAAPP in a separate document that will be posted digitally at SwimEnid.org and the Team Unify Page.